OPEN SYSTEMS® Accounting Software

Accounts Payable
User's Manual

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This document has been prepared to conform to the current release version of OPEN SYSTEMS Accounting Software. Because of our extensive development efforts and our desire to further improve and enhance the software, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

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General Information

The OPEN SYSTEMS Accounting Software (OSAS™) product line consists of several accounting applications. Each application addresses a different phase of your financial operations; together, they form a powerful accounting solution to your daily and periodic accounting needs.

Customer Support

Open Systems has a strong commitment to customer service and product quality. If you have difficulty in using Open Systems products, consult the user's manual and other OSAS reference materials. If you need more information, consult a customer support representative.

The Structure of OSAS

Resource Manager

The Resource Manager application is the foundation or shell of OSAS; it provides the operating environment that holds the other applications. To use OSAS, you must run Resource Manager through an operating system based on Microsoft® Windows™, Windows 95®, Windows NT®, UNIX®, or Novell® NetWare®. OSAS operates on LAN systems, across a web server using the OSAS Web program, and within a single computer. After you install Resource Manager, you can use it to install other applications, modify how each application works, and specify how the overall system operates.

Base applications

Base applications are designed and produced with the largest possible number of industries in mind. They are most effective when you interface them with each other. Base applications are usually named after common accounting operations. Examples are Payroll, Inventory, Accounts Payable, Purchase Order, Accounts Receivable, Sales Order, and General Ledger.

The Accounts Payable System

Use the Accounts Payable system to record invoices you receive and payments you make to vendors. It lends its tracking capabilities to other applications associated with tracking assets (Inventory, for example). It represents a liability; when you make a payment to vendors, the transactions are expressed as losses to your source of revenue and gains to the assets you paid for. For example, if you purchase inventory items, the transaction represents a loss to your capital and a gain to inventory.

Menu Structure

The Accounts Payable menu structure is similar to the structure of other OSAS applications: functions appear roughly in order of use.

File maintenance

Use the functions on the File Maintenance menu to set up and maintain information about your vendors. For example, use the Vendors function to establish and update information about vendors you usually do business with.

Information inquiry

Use the Information Inquiry functions to view (not change) information about vendors, invoices, and history. If you are running OSAS through a multiuser network, several people can look up the same information at the same time.

Entering transactions

After you establish the valid codes and IDs through the File Maintenance functions, you can use the Daily Work functions and the Material Requisitions functions to enter transactions that involve acquiring goods.

Daily work

Use the Daily Work functions to do daily operations that involve an outside vendor: entering transactions and recurring entries, producing the Purchases and Miscellaneous Debits Journals, and posting transactions.

Material requisitions

Use the Material Requisitions functions to do daily operations that involve transferring goods from one part of the company to another: entering and printing requisitions, producing the Material Requisitions Journal and the Backorder Allocation Report, and posting.

Reports

Accounts Payable offers two categories of reports: management reports and history reports. The management reports show information primarily from the APINxxx (Open Invoice) file. The history reports show information from the APHIxxx and APHSxxx (Detail and Summary History) files and the APHCxxx (Check History) file.

Use the Reports functions as often as necessary to produce summarized information about item statuses, price lists, and so forth.

Pay invoices

After doing a particular amount of daily work and producing reports, you can use the Pay Invoices functions to prepare the invoices to be produced as checks, produce the checks, and post the payments.

Master file lists

Information that you enter in the File Maintenance functions is kept in major files. Use the Master File Lists functions to produce the contents of the files: details about vendors, recurring entries, and so forth.

File Information

The information you enter in Accounts Payable functions is stored in files. Each file falls into one of four categories: vendor files, attribute files, temporary files, and history files. (OSAS does not make a distinction between categories of files. The files are described in terms of categories to give you a better idea of how each fits in.)

Vendor files

The vendor files serve as permanent sources of vendor information: data stays in the files until you remove it.

The APVExxx (Vendor) file holds the following vendor information, which you can enter directly through File Maintenance functions or by updating information from interfaced applications:

- vendor ID and description
- vendor name, address, and phone number
- terms code and distribution code
- vendor class and payment priority
- 1099 information
- amount due

The APVCxxx (Vendor Comments) file holds comments about the vendors you do business with. Initially you enter comments through the Vendors function.

Attribute files

The attribute files hold data that you can assign to each vendor. These attributes often carry their own function names. These files serve as permanent sources of information: data stays in these files until you remove it.

The APCDxxx (Codes) file stores the terms and distribution codes assigned to the vendor in the Terms Codes and Distribution Codes functions. The codes are assigned to information about regular payment terms and distribution accounts and serve as a shorthand method to enter descriptions in transactions and assign the descriptions to vendors. As a result, you can make payments to groups of vendors based on the terms of payment and distribution accounts with the defined codes.

The APDExxx (Additional Descriptions) file stores additional descriptions you assign to line items. This file is used only if you elect to enter additional descriptive text for line items in the Resource Manager Options and Interfaces function.

The APRLxxx and APRHxxx (Recurring Entries) files store information about payments you make regularly to vendors. The APRLxxx file stores line-item information about each recurring entry; the APRHxxx file stores totals information.

The APRDxxx (Recurring Additional Descriptions) file holds additional descriptions you assign to line items in a recurring entry. This file is used only if you elect to enter additional descriptive text for line items in the Resource Manager Options and Interfaces function. The additional text is printed on invoices after you copy the entry to the APTDxxx and APTHxxx files.

The RMTDxxx (Tax Location Detail) file stores such tax location information as the location ID, taxable and nontaxable sales and purchases, tax paid, class, percentage, and amount refundable.

The RMGCxxx (Group Code) file stores information about tax groups and tax levels.

The RMTHxxx (Tax Location Header) file stores information about the tax authority and tax accounts.

Temporary files

The temporary files store information created from an action you perform and send that information to a different file—usually a history file—when you post.

The APLSxxx (Serial Item) file stores information about serial numbers and lots. You can delete and change the information in this file through Accounts Payable functions, but not through Inventory functions.

The APTDxxx and APTHxxx (Transaction) files store information about unposted purchases and miscellaneous debits. The APTDxxx file stores line-item information about each transaction; the APTHxxx file stores totals information.

The APMDxxx and APMHxxx (Material Requisitions) files store unposted and backordered material requisitions. The APMDxxx file stores line-item information about each material requisition; the APMHxxx file stores totals information.

The APINxxx (Open Invoice) file stores such summary information as the amount due and the due date of the purchases and miscellaneous debits that were posted from the APTDxxx and APTHxxx files. The items remain on file until they are recorded as paid in full.

The APIXxxx (Open Invoice Additional Information) file stores purchase order numbers associated with invoices posted from the APTDxxx and APTHxxx files.

The APCHxxx (Checks) file stores the latest batch of unposted checks that have been prepared for vendors.

The APCMxxx (Requisition Control) file stores a record for each terminal ID with requisitions being entered or edited.

History files

The history files get information as a result of a post.

The APHCxxx (Check History) file stores summary information for posted or voided checks. This file is used only if you elect to save check history in the Resource Manager Options and Interfaces function.

The APHSxxx (Summary History) file contains information for each item purchased from each vendor in each period. Three types of summary records are created for each vendor: a company record, a vendor record, and an item record. This file is used only if you elect to save summary history in the Resource Manager Options and Interfaces function.

The APHIxxx (Detail History) file contains detailed information about accounts payable transactions. This file is used only if you elect to save detail history in the Resource Manager Options and Interfaces function.

The APHDxxx (Additional Descriptions History) file contains additional descriptions from entries that were posted to the APHIxxx file. These descriptions can also be printed in the Detail History Report. This file is used only if you elect to use the additional descriptions option in the Resource Manager Options and Interfaces function.

File Interaction

The Accounts Payable system tracks money owed in terms of vendors. When you enter and post transactions, information is retained in or distributed to the appropriate files to keep the information up to date, make the information available through reports, and keep the system in balance.

Transactions

You can enter two categories of transactions: purchases (or miscellaneous debits) and material requisitions.

Purchases or miscellaneous debits

When you enter purchases or miscellaneous debits, the key unit is the invoice. An invoice holds one or more purchases or miscellaneous debits.

You can copy recurring entries to a purchase. Use the Recurring Entries function to define the run codes that identify recurring entries. The information is kept in the APRLxxx and APRHxxx files. When the purchase is made, enter the run code in the Transactions function.

If Accounts Payable is interfaced with Inventory and you enter a line item for an inventory item, the on-hand and available quantities in the Inventory item record are reduced for miscellaneous debits and increased for purchases by the quantity you enter.

Information about unposted purchases and miscellaneous debits is stored in the APTDxxx and APTHxxx files.

If the description field for each line item is not long enough, you can enter 10 lines of additional descriptive text about each line item. The additional text is stored in the APDExxx file and is printed in the Purchases Journal and the Miscellaneous Debits Journal.

When you post purchases and miscellaneous debits, several things happen:

- Information about purchases and miscellaneous debits is moved from the APTDxxx and APTHxxx files to the APINxxx file. The APIXxxx file is updated with the purchase order number associated with the open invoice.
- Each vendor's company and vendor records are updated in the APHSxxx file.
- The amount due, amount prepaid, and purchase and payment history fields are updated in the APVExxx file.
- If you keep detail and summary history, the APHIxxx file is updated by detailed line-item and totals information, and the APHSxxx file is updated by summary line-item and totals information.
- If Accounts Payable is interfaced with General Ledger, debit and credit entries are made to the accounts payable, sales tax, freight, miscellaneous, and expense accounts in the GLJRxxx (General Ledger Journal) file.
- The Resource Manager tax files are updated.
- If Accounts Payable is interfaced with Job Cost, the job and phase records are updated by cost information in the JOBSxxx file.
- The APLSxxx, APTDxxx, and APTHxxx files are cleared.

Material requisitions

When you enter material requisitions, the key unit is the requisition. A requisition holds one or more requisitioned items.

If Accounts Payable is interfaced with Inventory, the line items are first filled from current stock. The remainder is backordered.

Information about unposted and backordered material requisitions is stored in the APMDxxx and APMHxxx files.

When you post material requisitions, several things happen:

- Backorders are created in the APMDxxx and APMHxxx files for partially filled requisitions.
- Fully filled requisitions are removed from the APMDxxx and APMHxxx files, and serial numbers are removed from the APMSxxx file.
- The APHIxxx file is updated by detailed line-item and totals information.
- If Accounts Payable is interfaced with General Ledger, debit and credit entries are made to the accounts payable, material inventory, and miscellaneous material accounts in the GLJRxxx file.
- If Accounts Payable is interfaced with Job Cost, the job and phase records are updated by cost information. The JOHIxxx file is automatically updated; the JOBSxxx file is optionally updated.

Preparing payments and paying invoices

Use the Pay Invoices functions to prepare payments and pay your bills. These Accounts Payable functions are optional; you could go through an entire Accounts Payable work cycle without using the functions. Since many of your payments are likely to be by check, these functions are useful because you can send the information directly from the APINxxx file to the APCHxxx file and then to the checks themselves.

Before you prepare checks, place disputed (open) invoices on hold and release held invoices that can be paid. To place all invoices on hold or release all held invoices for one or more vendors, use the Change Open Invoice Status function. To place individual invoices on hold or release some invoices that are on hold, use the Hold/ Release Invoices function.

Use the Prepare Checks function to indicate to the APCHxxx file the released invoices that are due to be paid. When checks are prepared, a log showing which invoices were prepared is produced.

To look at which invoices have checks prepared and remove an invoice from the list if necessary, use the Select Payables function.

Before you print the checks, you might want to produce the Edit Register to get a list of the checks that have been cleared to print.

Use the Print Checks function to print the checks. If you elected to save check history in the Resource Manager Options and Interfaces function, the record is sent to the APHCxxx file.

After you have printed the checks, print the Check Register for an audit trail of the vendor checks you printed.

When you have printed all the checks and are ready to post, use the Post Payments function. Information is moved from the APCHxxx file to the APHIxxx and APHSxxx files, and the general ledger account numbers of the checks are stored in the APHCxxx file.

If you spot checks that should not have been printed, use the Void Checks function to void a check.

Producing reports

The APVExxx file provides information for several reports:

- The Vendor Analysis Report shows the balances and cumulative purchases for vendors and summarizes the purchasing activity with your vendors.

- The Vendor Detail List shows general information about your vendors.
- The vendor labels can be used as mailing labels or as a quick reference of the vendors that are on file.
- The 1099 Forms summarize your year-to-date payments to vendors. You can print forms or save the data on magnetic media.

The APINxxx, APIXxxx, and APVExxx files provide information for several reports:

- The Open Invoice Report shows the invoices that remain unpaid and miscellaneous debits from the APINxxx and APIXxxx files.
- The Cash Flow Report shows the amount of cash you can expect to pay out within three user-defined periods from the APINxxx file and the APVExxx file.
- The Aged Trial Balance shows the open invoice balances broken down into five aging periods—current, 30, 60, 90, and 120+ days.

The APVCxxx file provides the information for the Vendor Comments List.

The APRLxxx, APRHxxx, and APRDxxx files provide information for two reports:

- The Copy Recurring Entries Report shows the total recurring entries that were transferred to the APTDxxx and APTHxxx files. If problems occur during the process, an error log is included in the report.
- The Recurring Entries List serves as a reference when you copy entries to the APTDxxx and APTHxxx files.

The APCHxxx file provides information for the Edit Register and for checks.

The APMDxxx and APMHxxx files provide information for the material requisition forms and the Backorder Allocation Report. Produce this report to find out which backordered requisitions can be filled when goods have been received in Inventory.

The APHCxxx file provides information for the Check History Report, which shows summary information for printed and voided checks.

The APHIxxx file provides information for several reports:

- The Detail History Report shows the purchases and returns you made.
- The Vendor Activity Report shows what you are purchasing, from whom you are purchasing it, and how often you purchase it.
- The Payment History Report shows paid invoices, check numbers and dates, and payment types.
- The Summary Invoice History Report shows vendor and invoice summary totals.
- The Tax Audit Report shows the tax breakdown by vendor, invoice number, and tax location.

The APHSxxx file provides information for several reports:

- The AP Analysis Report shows the statuses of your company's payables.
- The Purchase Analysis Report shows your company's purchases and discounts taken and lost.
- The Vendor Purchase History Report shows how much you purchased from vendors.

Posting payments

When you use the Post Payments function to post the checks you printed, several things happen:

- Invoices that are paid in full change to paid status, and the check numbers and dates are added to the APINxxx file.
- The totals in the APVExxx file are updated for the invoices you paid.
- The APCHxxx file is cleared for the next check cycle.
- The APHCxxx file is updated with the checks' general ledger account numbers if you elected to keep check history in the Resource Manager Options and Interfaces function.
- The invoice and payment information is transferred to the APHIxxx and APHSxxx files if you elected to keep summary and invoice history in the Resource Manager Options and Interfaces function.
- If Accounts Payable is interfaced with General Ledger, debit and credit entries are made to the cash, accounts payable, and discount accounts in the GLJRxxx file.
- If Accounts Payable is interfaced with Bank Reconciliation, disbursement entries are created in the BRTRxxx file for the checks that were posted.

Periodic maintenance

When you do periodic maintenance, several things happen:

- Totals are transferred from the APVExxx file to the last-year fields, and period-, quarter-, and year-to-date totals are cleared.
- At the end of the calendar year, 1099 YTD payments are moved to last year.

The following chart shows the effects of periodic maintenance on the APVExxx file:

Value	Updated (+ or -)	Increased	Decreased
General Information	Use the Vendors function		
Vendor Comments	Use the Vendors function		
Purchases PTD, QTD, YTD, and LY		Post transactions	Post miscellaneous debits
Payments PTD, QTD, YTD, and LY		Post payments	Post payments
Discount Taken PTD, QTD, YTD, and LY		Post transactions	Post miscellaneous debits
Discount Lost PTD, QTD, YTD, and LY		Post transactions	Post miscellaneous debits
Last Purchase Number		Post transactions	Post miscellaneous debits
Last Purchase Date		Post transactions	Post miscellaneous debits
Last Purchase Amount		Post transactions	Post miscellaneous debits
Last Payment Date		Post transactions	Post miscellaneous debits
Last Check Number		Post transactions	Post miscellaneous debits
Last Payment Amount		Post transactions	Post miscellaneous debits
YTD 1099 Payments		Post transactions	Post miscellaneous debits
Last-Year 1099 Payments		Post transactions	Post miscellaneous debits

Purging selected files

After your files become too large, you will want to clear data through the Periodic Maintenance function and the Purge Vendor Comments function.

The following list shows the effects of purging selected files:

- Paid invoices with check dates before the date you specify are removed from the APINxxx and APIXxxx files.
- Detail history with invoice dates before the date you specify is removed from the APHIxxx file.
- Summary history before the period/fiscal year you specify is removed from the APHSxxx file.
- Check history with check dates before the date you specify is removed from the APHCxxx file.
- Recurring entries with cutoff dates before the date you specify is removed from the APRLxxx, APRHxxx, and APRDxxx files.

Application Interaction

Accounts Payable can be used as a standalone application, but you get optimal use from it when you interface it with other applications.

Interfacing applications means that the information you enter in one application can be transferred to and used in other applications. So it reduces data entry time and the number of errors that might creep in along the way.

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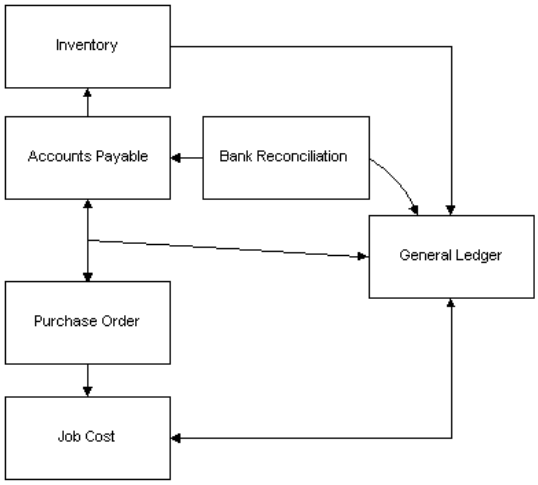


Interfacing applications means that the information you enter in one application can be transferred to and used in other applications. So it reduces data entry time and the number of errors that might creep in along the way.

Conventions

Your manual will help you to install OSAS on any standard machine within many popular operating systems and help you with your accounting software questions. In the manual, we use the term “Conventions”, or standards, to help describe complicated processes, new terms, and to help you use your OSAS applications.

Manual Conventions

This User’s Manual is divided into sections, made up of several chapters:

- The “Introduction” provides an overview of this application and the OSAS system, including installation procedures, graphical and text-based application features, and function key references.
- “Installation” explains the steps necessary to begin using this application in your company, including how to install the application on your system.
- The last part of your manual is made of several chapters, each chapter describing a function group within this application.

Mouse Conventions

The standard mouse has two buttons, left and right, each performing certain functions. In this manual, we use these terms for using the mouse: *click, right-click, double click*, and *deselect*.

The *click* is a single press on the left mouse button. Place the cursor over the desired function, and press the left button to enable, or “select”, that function.

A *right-click* is a single press of the right mouse button.

To *double-click*, move the cursor over the desired function, and quickly press the left mouse button twice. If there is too long a pause between clicks, the computer may interpret your action as two separate clicks and may not perform the desired function.

To *deselect* an object, move the cursor off the icon or folder onto a blank space within the window and press the left mouse button.

Note

Some mouse manufacturers allow you to change the function of the mouse buttons for those who prefer (for example) to use the mouse with their left hand. In this case, reverse the commands when you use them. For example, a click refers to a single press of the right mouse button, while the term right-click refers to a single press of the left button, and so on.

OSAS Conventions

Operations in OSAS follow conventions, or patterns. The conventions used in OSAS applications are presented below.

Running OSAS

OSAS memory and disk space requirements vary according to the operating system you use and the size of your data file. Consult the *Resource Manager User's Manual* for more information.

Starting OSAS

To start OSAS on a Windows machine, double-click the OSAS icon on the desktop or in the appropriate folder.

To start OPEN SYSTEMS Accounting Software on a non-Windows machine, enter **osas** at the operating system prompt.

The command can recognize three parameters: -t, -c, and -a.

The terminal ID (-t) is the identification code assigned to the terminal you are using to work with OSAS. On multiuser systems each terminal usually has a default ID that was assigned when the terminals were added to the system. Use the -t parameter only when you want to log on with an ID other than the default ID. The terminal parameter is valid only if you are using Resource Manager for LANs.

The company ID (-c) is the identification code assigned to a company. If your system carries two or more companies and you do not enter a company ID, the menu of the company entered by the last person who used the terminal appears.

The access code (-a) is your personal password. Refer to the *Resource Manager User's Manual* for information about assigning passwords.

The most general expression for getting into OSAS takes all the parameters into account. For example, if you are on terminal 2, you want to work with company B, and the password is *lerxst*, specify that information to enter the system:

osas -t T2 **-c** B **-a** lerxst

You can enter the parameters in any order, and you can use any combination. You must leave a space between the parameter mark (-t, -c, or -a) and the parameter itself.

Menu Conventions

When you start OSAS, the Main menu, which presents the applications you can use, appears. If you are using the Resource Manager for UNIX or DOS, the Text menu appears. If you are using the Resource Manager for Windows, you can choose between the Text Menu, Graphical Menu, or Start Menu. In Windows, use the Workstation Configuration Defaults function in Resource Manager to select the style of menu you want displayed. The following pages describe how you use each of these types of menus.

Favorites Menu

The Favorites menu operates in the text-based format as well as in the graphical formats. The Favorites menu allows quick and easy access to the OSAS functions you use most, allowing you to add selections for entire menus or particular functions.

With the Favorites menu, you save time in no longer switching to and from commonly accessed applications. For example, if you have application entries in Transactions (Accounts Payable), Transfer Journals (Inventory), and Edit Transactions (General Ledger), rather than moving through each application menu by menu, you could set up a Favorites Menu where, with one press of the enter key or a click of a button, your function would be open for work.

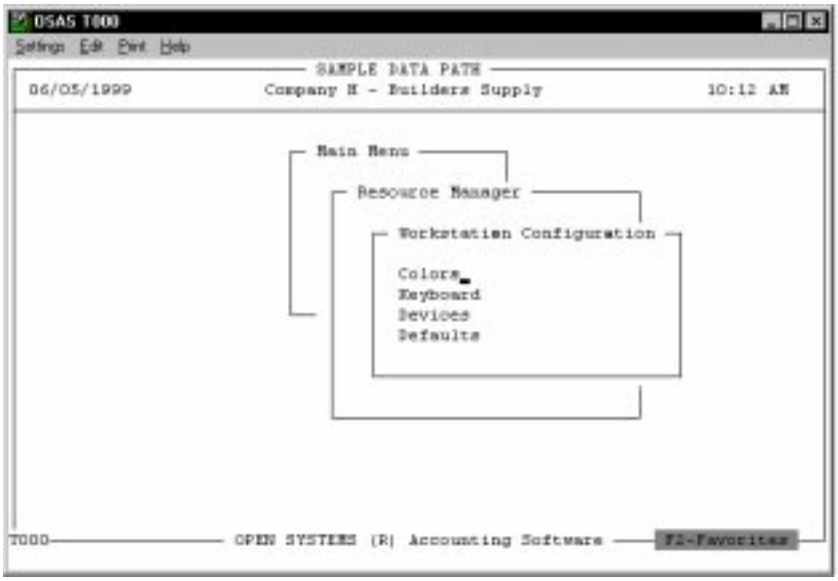
Favorites Menu: Graphical Style

For Favorites Menu set up information, see page 1-39.

Text Menu

The Text menu can be used on all OSAS compatible systems. Using text-based menus, the Text menu (shown below) offers easy access to your applications.

Text Main Menu



When you select an application, the application's menu, which presents several related functions, is superimposed over the Main menu. Selecting a function leads you to a function screen or to another menu.

You can select applications from the Main menu in these ways:

- Use the arrow keys to move the cursor up or down, highlighting the application you want to use. Then press **PgDn** or **Enter** to select it.

- Press the first letter of the application you want to use. The cursor jumps to the first application beginning with the letter, press the letter key or the down arrow until the application you want is highlighted. When your choice is highlighted, press **PgDn** or **Enter** to select it.

- Position the mouse cursor over the application and click. The application will briefly highlight and switch to the application screen.

- To jump to the first application on the menu, press **Home**. To jump to the last application on the menu, press **End**.

To select a function from an application menu, highlight and select your choices the same way you do on the Main menu—with one exception: you can press **PgDn** only when an option leads to another menu, and you must press **Enter** to select a function.

On an application menu you can press **PgUp** to move to the menu immediately above it. If you are several menu levels away from the Main menu, you can return to the Main menu by pressing **PgUp** repeatedly or by pressing the **Tab** key.

You can exit from a menu in these ways:

- Press the **PgUp** key to go to the previous menu (one menu up)
- Press the **Tab** key to go to the Main menu
- Use the **Exit** (**F7**) command to go to the operating system

Function Keys Used in the Text menu

Most keyboards have a set of function keys (usually labeled with the letter *F* and a number). Within the menu, commands are assigned to these function keys. You can use the commands to work with data entry screens.

Except for the **Command Help** (**Esc**), the **Jump** (**Tab**) commands, and the **Enter** key, you can use the Keyboard function in Resource Manager to reassign any function key to any command.

Key	Operation
Esc (Command help)	Views the list of commands for the menu. (To close the commands window, press any key.)
F1 (Function Help)	Displays help information for this function.
F2 (Favorites Menu)	Displays the Favorites menu or changes to the regular menu from the Favorites menu.
F3 (Change Company)	Allows you to switch between companies.
F4 (Access Code)	Displays the Access Code prompt.
F4 (twice) (Other Menu)	Opens a menu of utilities. A calculator and Global Inquiry (which consolidates and presents information from other applications) are some of the utilities on the Other Commands menu. See the *Resource Manager User's Manual* for information about the utilities on the Other Commands menu.
F5 (Live/Sample swap)	Switches between live and sample data.
F6 (Workstation Date)	Displays the current workstation date and allows you to change it.
F7 (Exit)	Exits from OSAS.
F9 (Application Setup)	Allows certain functions to be set up. Works only in certain applications. The application's user's manual will describe the function if necessary.
F10 (Add to Favorites)	Allows you to add to and delete from your Favorites menu.

Key	Operation
Shift + F5 (Change menu style)	Switch between text and graphical menu styles without going into Defaults.
Shift + F2 (Application Info)	Displays information about the applications you have installed.
PgUp (Start over)	Move back one menu level.
Tab (Jump)	Move back to the Main menu.
Enter	Select a menu or function from a menu.
Up Arrow Down Arrow	Move the cursor up or down through the menu selections.
Ctrl + G (Bell on/off)	If the bell is turned on, it sounds at an error or when you must verify a command. To turn off the bell, use this command or the Defaults function in chapter 3. To turn the bell back on, use this command again.

Graphical-Style Menus

There are two types of graphical-style menus to choose from. The standard Graphical menu features application buttons that resemble many Windows functions. The Start Main menu is named because of its functional resemblance to the Start menu in Windows 95 and Windows NT. Featuring graphical displays, access buttons for your installed applications, and allowing access to OSAS functions via both the mouse and function keys, both graphical-style menus allow you a greater selection of interaction with OSAS and your data.

Both graphical-style menus are available in a Windows environment only.

Much like the Text menu, when you select an application in either graphical menu, the application's menu, presenting several related functions, is displayed beside the Main menu. Selecting a function leads you to a function screen or to another menu.

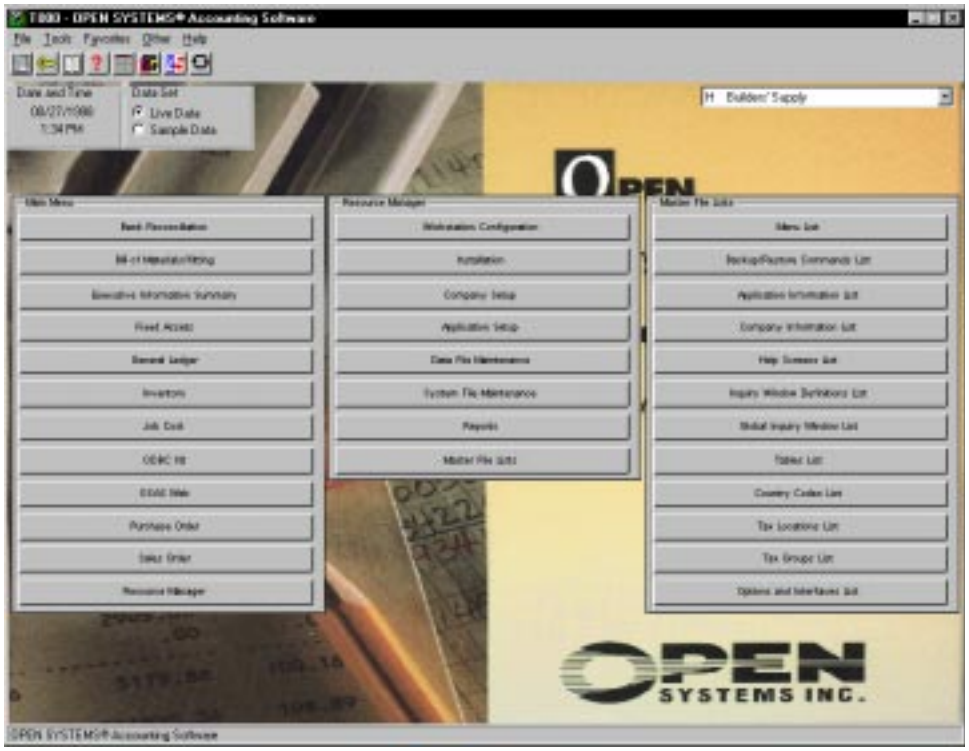
If you are using the Graphical menu, click the appropriate button with the mouse to select an application from the Graphical menu. To select a function from an application menu, click the function's button with the mouse the same way as you do for an application.

If you choose the Start menu you can select applications from the Main menu in these ways:

- Use the arrow keys and press **Enter**
- Click the selection
- Hold the mouse over the selection

From any application menu, you can select a button from the previous menu to move directly to that menu. If you are several menu levels away from the Main menu, you can return to the Main menu by clicking items on previous menus.

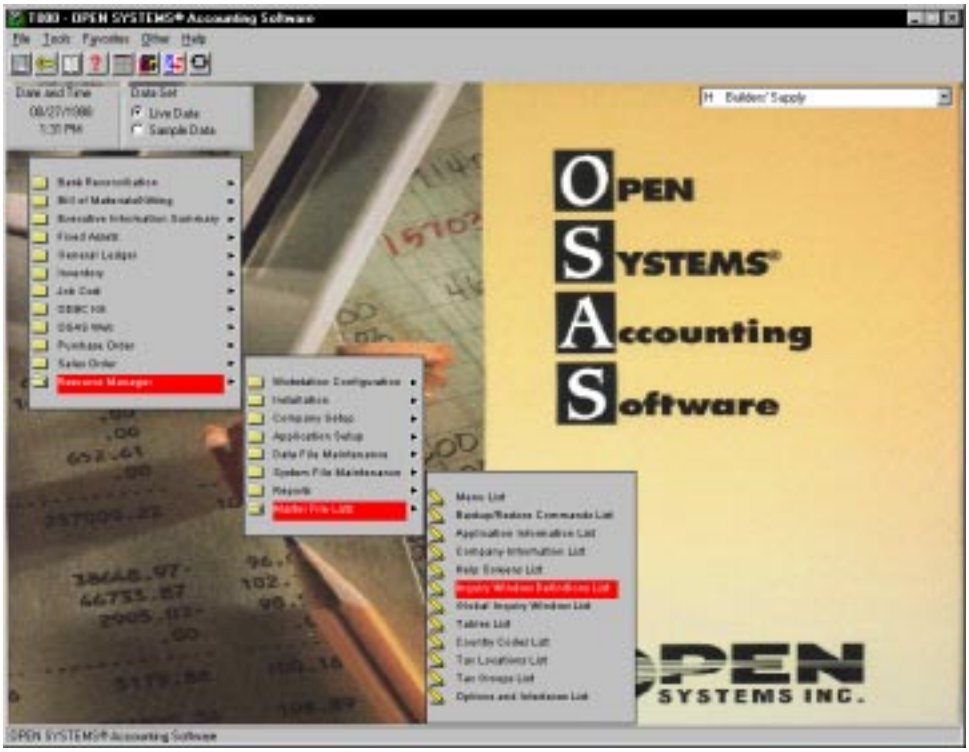
Graphical Main Menu



You can exit from a Graphical menu in these ways:

- select a button from a previous menu
- press the **Tab** key to go to the Main menu
- click the Close box in the upper right hand corner of the window to close OSAS
- use the Exit (F7) command to close OSAS
- select Exit from the File Menu to close OSAS

Start Main Menu



You can exit from a menu in these ways:

- press the left arrow key to go to the previous menu (one menu up)
- hold the mouse over a different menu item
- press the **Tab** key to go to the Main menu
- click the Close box in the upper right hand corner to close OSAS
- use the Exit (F7) command to close OSAS
- select Exit from the File Menu to close OSAS

Special Commands in Graphical menus

Right-click to display the Special Commands menu, which allows you to perform these special tasks:

From the standard menus:

- add a function or menu to the Favorites menu
- change to the Favorites menu
- change from live to sample data and vice versa
- display information about a function
- perform special application setup

From the Favorites menu:

- remove a function or menu
- change to the Main menu
- change from live to sample data and vice versa
- display information about a function
- perform special application setup

Menu Keys

Most keyboards have a set of function keys (usually labeled with the letter *F* and a number). In OSAS, commands are assigned to these function keys.

Key	Operation
F1 (Key Help)	Displays the list of Icons and Functions keys available to you.
F2 (Favorites Menu)	Displays the Favorites menu.
F4 (Access Code)	Displays the Access Code dialog box.
F5 (Live/Sample swap)	Switches between live and sample data.

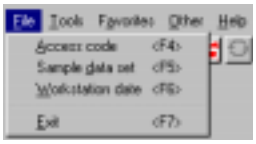
Key	Operation
F6 (Workstation Date)	Displays the current workstation date and allows you to change it.
F7 (Exit)	Exits from OSAS.
F9 (Application Setup)	Allows certain functions to be set up. Works only in certain applications. This application does not use an application setup function.
F10 (Change to Favorites)	Allows you to add to and delete from your Favorites menu. (works only with Start-style menu).
Right-click	Displays the a functions display box.
Shift + F5 (Change menu style)	Switch between text and graphical menu styles without going into Defaults.
Shift + F2 (Application Info)	Displays information about the applications you have installed.

Window Title Bar Menus

When working using the graphical menus, you can use the pull-down menus and tool buttons (graphical icons) to access functions without using the function keys. While the function keys still work in the graphical menus, the menu bar and icons offers you a choice in how you access certain functions.

Using the mouse, move the cursor to the menu and click once, or, click on an icon for the function desired. Pictured below is the OSAS pull-down menu/icon selection.

File Menu



Command	Icon	Key	Result
Access code		F4	Displays the Access Code dialog box. See Access Code dialog box below.
Sample data set or Live Data set		F5	Toggles between the Sample Data and the Live Data.
Workstation date		F6	Displays the Workstation Date dialog box. See Workstation Date dialog box below.
Exit		F7	Exits from OSAS

Access Code dialog box

1. Enter the access code.

2. Click **OK** to save your entry and return to the Main Menu or **Exit** to abandon the dialog box and return to the Main menu.

Workstation Date dialog box

1. Enter the date, or use the up/down buttons to increase or decrease the date.
2. Select **OK** to change the workstation date, **System Date** to change the workstation date to match the operating system date, **Abandon** to exit without changing the date, or **Exit** to return to the Main menu.

Tools Menu

Command	Icon	Key	Result
Calculator			Displays the Windows calculator.

Favorites Menu

Command	Icon	Key	Result
Change to Favorites		F2	Displays the Favorites menu/Main menu. See *Favorites Menu* on page 1-39

Other Menu

The Other menu contains a set of utilities. A calculator and Global Inquiry (which consolidates and presents data from other applications) are some of the utilities on the Other menu. See the *Resource Manager User's Manual* for information about the utilities on the Other menu.

Help Menu

Command	Icon	Key	Result
Help		F1	Displays the online help
About OSAS			Displays the About OSAS dialog box.

Toolbar Icons

There are three icons on the toolbar that were not described above.

Icon	Key	Result
		Displays the Application Information dialog box.
		Opens an MS-DOS prompt.
		Displays a screen for calling any BBx program that does not require variables to be passed to it. See the *Resource Manager User's Manual*.

Other Graphical Screen Features

The graphical screens offer more than shortcuts to application functions. In version 6.0, you can, at a glance or with a mouse click, determine the date and time, switch between live and sample data, and switch between companies and their data sets.

Date and Time

The workstation date and time are displayed.

Data Set

Check the Live Data radio button to work with live data. Check the Sample Data radio button to work with sample data.

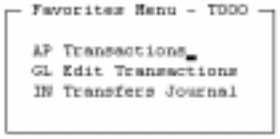
Change Company Field

Select the company to change to.

Favorites Menu

Your Favorites menu saves time in moving between applications, opening and closing submenus and application menus, and allows easy access to your common applications. By setting up your Favorites menu, you can access your most-used functions or submenus by pressing the F2 button (or selecting the mouse pull-down menu).

Favorites Menu: Text Style



There are two ways you can set up your Favorites menu, depending on if you use the text-style menu or the graphical-style menus.

To set up the text-style Favorites menu, follow these steps:

1. Move your cursor to the submenu or application that you want placed in the Favorites menu.

2. Press **F10**.

You can press **F2** to verify your selection was added to your Favorites menu.

To remove an application:

1. Press **F2** to display the Favorites menu.

2. Move your cursor to the submenu or application you want removed.

3. Press **F10**.

Favorites Menu: Start-Style

To set up the graphical-style display (you can find an example of the graphical-style Favorites menu on page 1-24), follow these steps:

1. Position the cursor over the submenu or function you want placed into your Favorites menu.

2. Right-click on the function or submenu. The Favorites menu set up box (shown below) appears.

3. Click on Add to Favorites.

Screen Use

Screen	Description
Add to/Remove Favorites	Use the Add to/Remove Favorites menu button to add the desired submenu or function to or from your Favorites menu.
Change to Favorites/Main	Toggles your display menu between your Favorites menu and your Main menu.
Sample data/Live data	Switches between your sample data and your live data.
Setup	Clicking on this button or pressing **F9** sets up the selected application. Setup works only in certain applications. If an application requires a setup function, you will find instructions in that application's user's manual.
Function Information	Displays information about the selected function.

Function Commands

Once you select an OSAS application function from the menu, the function screen appears. The way that you enter data on OSAS screens is consistent from function to function. To move around the OSAS screens you use the function commands described below.

Most keyboards have a set of function keys (usually labeled with the letter *F* and a number). In OSAS, commands are assigned to these function keys. You can use the commands to work with data entry screens.

Except for the **Command Help** (**Esc**) and **Jump** (**Tab**) commands and the **Enter** key, you can use the Keyboard function in Resource Manager to reassign any function key to any command.

Key	Operation
Esc (Command help)	View the list of commands for the screen you are on and the field you are in. (To close the commands window, press any key.)
F1 (Help)	Get information about the field you are working on.
F2 (Inquiry)	Make a selection from a range of entries for a field if the Inquiry flag appears at the bottom of the screen.
F3 (Delete)	Delete the information on the screen. Since this command can delete an entire record, use it with caution.
F4 (Other)	Open a menu of utilities. A calculator and Global Inquiry (which consolidates and presents information from other applications) are some of the utilities on the Other Commands menu. See the *Resource Manager User's Manual* for information about the utilities on the Other Commands menu.
F5 (Abandon)	Move the cursor back to the first field on the screen or to the first field after the key field. The entries and changes you made are erased.

Key	Operation
F6 (Maintenance)	Go directly to the appropriate File Maintenance function to update information about the field you are in if the Maint flag appears at the bottom of the screen.
F7 (Exit)	Exit from a screen or a window and disregard everything you entered.
F8 (List)	Send the contents of the screen to a printer or a text file.
Shift + F2 (Information)	Open an Information menu. Each selection on the menu is an information window that you can access if the Info flag appears at the bottom of the screen. Each window contains a category of information about the field you are in.
PgUp (Start over)	Move the cursor back to the first field on the screen or to the first field after the key field without erasing the entries or changes you made.
PgDn (Proceed)	Approve the data on the screen, change the file accordingly, and proceed to the next spot (field or screen).
Tab (Jump)	Move the cursor to the next block of data on the screen or to the next field that requires an entry.
Enter or Down Arrow (Enter)	Move the cursor to the next field and accept the data entered.
Up Arrow	Move the cursor up (or back) one field. If you changed the information in the field you were in before you used this command, the change is lost when you move the cursor up.
Ctrl + V (Verification on/off)	If verification is turned on, you must press a key twice to verify that you want to perform that operation.
Ctrl + G (Bell on/off)	If the bell is turned on, it sounds at an error or when you must verify a command. To turn off the bell, use this command or the Defaults function in chapter 3. To turn the bell back on, use this command again.

Key	Operation
Ctrl + F (Quick on/off)	If this option is turned off, the cursor stops at every field possible. To make the cursor skip the fields that do not require an entry, use this command to turn the option on.
Ctrl + O (Show/hide function keys)	If this option is turned on, the applicable function keys are displayed on the screen. If this option is turned off, no keys are displayed.

Help Commands

When you use the **Help** (**F1**) command, three commands become available for you to use on help screens.

Key	Operation
F3 (Delete)	Delete the help screen contents. To recover a deleted help screen, copy the xxHELP file from the distribution media to the /PROGxx subdirectory (*xx* is the application ID). The copying process overwrites changes you made to other help screens.
F6 (Maintenance)	Edit a help screen.
F7 (Exit)	Exit from the help screen and close the window.

In-Field Editing Commands

When the cursor is in a field that contains information, you can use the following keys and commands:

Key	Operation
Right Arrow	Move the cursor to the right.

Key	Operation
Left Arrow	Move the cursor to the left.
Del (Delete)	Delete the character the cursor is on.
Ins (Insert on/off)	Switch insert mode on and off. When the Insert flag appears at the bottom of the screen, characters you type push characters after the cursor off to the side. When insert mode is turned off, characters you type write over existing ones.
Home	Move the cursor directly to the beginning of the field.
End	Move the cursor directly to the end of the field.
F9 (Undo)	Restore a field to the way it was before you changed it. You can use this command only while you are in the field; once you move past it, you must use the **Abandon** (**F5**) command to clear the field.
F10 (Delete to end of line)	Delete the characters in the field to the right of the cursor. If insert mode is turned off and you enter a character in the field's first position, everything in the field is deleted.

Inquiry Commands

When you use the **Inquiry** (**F2**) command, several other commands become available for you to use in the inquiry window.

Note

To shorten your data search, use a partial-key inquiry to cut down the size of the inquiry list. For example, if you know that the ID starts with *J*, enter **J** in the ID field before you use the **Inquiry** command. The inquiry list will start with *J* and run through the end of the list.

Key	Operation
PgUp	Display the previous page of the window.
PgDn	Display the next page of the window.
End	Move directly to the last item on file.
Home	Move directly to the first item on file.
Down Arrow	Move down one item.
Up Arrow	Move up one item.
Ins (Look up)	Enter a string of information. If you have an idea of what you are looking for and the ID is longer than one character, you can make a partial-key inquiry to cut down the size of the inquiry list. For example, if you know that the ID starts with *J*, enter **J** in the ID field.
F7 (Exit)	Leave the Inquiry window without selecting anything.
Enter	Select the item the cursor is pointing to.
Esc (View commands)	Open a window that shows Inquiry window commands and the window ID.

Inventory Search Commands

If you use the Inventory application and the cursor is in an Item ID field, you can use any of the **Inventory Search** commands to search for information about items and select an item for entry in the field you are in.

Key	Operation
Shift + F3 (Alias Lookup)	Search for items with a specified alias listed as an alternate item. When you enter the alias, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Shift + F4 (Customer/Vendor Lookup)	Search for an item based on customer ID or vendor ID. When you enter the customer or vendor ID, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Shift + F5 (Detail Lookup)	Search for detailed information about an item. You can enter search information in any of the fields that appear, using any of the following wildcard characters to restrict or widen the search: *** ? < > =**.
Shift + F6 (Lot–Item Lookup)	Search for an item based on lot number. When you enter the lot number, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Shift + F7 (Serial Number–Item Lookup)	Search for an item based on serial number. When you enter the serial number, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Shift + F8 (Item Description Lookup)	Search for an item based on item description. When you enter the description, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.

Report Commands

You can use the following commands when a report is displayed on the screen:

Key	Operation
PgUp	Move to the previous page of the report.
PgDn	Move to the next page of the report.
Home	Move directly to the top of a group of pages.
End	Move directly to the bottom of a group of pages.
F7 (Exit)	Exit to the menu from any point in the report.
Left Arrow	Move left one character.
Right Arrow	Move right one character.
Tab (Toggle)	Toggle between the left and right halves of a report.
Up Arrow/Down Arrow	Move a line up and down the screen to line up information when you toggle between halves of a report.

Scroll Region Commands

When the prompt (>) is in a line-item scroll region, you can use the following commands:

Key	Operation
Down Arrow	Move down one line item.
Up Arrow	Move up one line item.
PgUp	Move to the previous screen or to the first line if you are on the first screen.

Key	Operation
PgDn	Move to the next screen or to the last line if you are on the last screen.
Home	Move to the first line item in the entire list.
End	Move to the last line item in the entire list.
F3 (Delete)	Delete the line item at the prompt (>).
Ins (Insert)	Insert a line item at the prompt (>).
Enter (Edit)	Edit the line item at the prompt (>).

Reports

Selecting a Range of Information

To produce a report, you must specify the amount of information you want in the report.

- To produce a report that includes all the available information, leave the From-Thru fields on the report function screen blank. For example, if you want information about all the vendors to be in a report, leave the Vendor ID From and Thru fields blank.

- To limit the amount of information in the report, enter the range of information in the From-Thru fields. For example, if you want a report to include information only about vendor ACE001, enter ACE001 at both From and Thru. If you want the report to include information only about vendors that start with CO, enter CO at From and COZZZZ at Thru.

Each field where you enter information on a report function screen usually restricts the overall output of the report. For example, if you leave the Vendor ID From and Thru fields blank, the report will contain information about all the vendors. But if you enter invoice 100 in the Invoice Number From and Thru fields, and invoice 100 is assigned only to vendor ACE001, the report includes information only about vendor ACE001.

Sorting

Information for reports is sorted first by a space (_), then by characters, then by digits, then by uppercase letters, and finally by lowercase letters. No matter what you enter in the From and Thru fields, however, your entries are sorted in alphabetical order (unless the function provides an option to sort the information differently).

Sorting by alphabetical codes or IDs is easy. For example, the ID *ACL* comes before the ID *BB* because A comes before B.

But take notice when you enter codes or IDs that consist of something other than letters; the order might not be what you expect. For example, if 20 items are labeled 1 through 20 and you want all of them to be in a report, you might enter 1 at From and 20 at Thru, expecting them to be listed 1, 2, 3 . . . 19, 20. However, since OSAS sorts in alphabetical order, they are listed in a different order: 1, 10–19, 2, 20, 3–9.

To prevent that situation, pad extra spaces in codes and IDs with zeros so that numbers in alphabetical order are also in numerical order. In the example above the items would be labeled 00000000000000000001 through 00000000000000000020.

Output Device

Report functions screens offer four output options: printer, file, screen, and end.

- When you need a hard copy of a report, select **P**, and either accept the printer that appears or enter the code for the printer you want to use.

  If applicable, select **S** if you want the report to be in standard-size print or **C** if you want it to be in compressed print.

  If you want to stop printing after it has begun, press **Ctrl** + **Break**.

- If you want to save the report as a data file—for example, to include it in a word-processed report (in CR-LF format)—select **F**. The data path for the workstation, including the default drive, appears if it is specified in the Defaults function. Enter the filename and file extension, using no more than 35 characters overall.

- To preview the report—you must be using the Visual PRO/5 Interpreter and have a sysprint printer in your CONFIG.BBX file—select **R**.

  If applicable, select **S** if you want the report to be in standard-size print or **C** if you want it to be in compressed print.

  In the Printer dialog box that appears, select a sysprint printer and press **Enter**. The report is displayed on the screen.

- To view the report on the screen, select **S**. If the workstation default for compressed characters is *inactive*, the report is displayed in standard character mode. If the default is *active*, you can select standard mode or compressed mode. See your terminal documentation and the section on the termcap file in the *User's Reference Guide (PRO/5)*.

  If the message **End of Page** appears at the bottom of the report screen, you can press **Enter** to generate the next page of the report. If the message **End of Report** appears at the bottom of the report screen, you can press **Enter** to exit to the menu you selected the report from.

- If you need to change some selections before you produce the report, select **E** and then press **Enter**. To end the function and return to the menu without producing the report, select **E** and then use the **Exit** (**F7**) command.

Installation and Conversion 2

Installation	2-3
Conversion	2-5

Installation

You can put this version of Accounts Payable on the system in one of two ways: you can install a new system, or you can convert the old files and upgrade the system. Installation is explained in this section.

The Accounts Payable system needs a minimum of five megabytes (5M) to work correctly with programs, sample data, Report Writer data dictionaries, and Report Writer reports and instructions. Having another megabyte available is a good idea if you want to keep summary and detail history for transactions. The system runs best when at least 520 kilobytes of main memory is free for use. You might want to make adjustments to your system before you install Accounts Payable.

Installing Accounts Payable

1. If you plan to use General Ledger, Inventory, and/or Job Cost with Accounts Payable, install and set up the current version of those applications in that order.

2. Install Accounts Payable.

3. If you plan to install Purchase Order, install it immediately after installing Accounts Payable. See the *Purchase Order User's Manual* for information about installing Accounts Payable and Purchase Order at the same time.

Conversion

You can put this version of Accounts Payable on the system in one of two ways: you can install a new system, or you can convert an older version of Accounts Payable to the current version, keeping your old files intact. Installation is explained in Chapter 1. You do not need to convert your data files if you are upgrading from version 5.1 or above.

Use the Data File Conversion function on the Company Setup menu in Resource Manager (see the *Resource Manager User's Manual*) to upgrade Accounts Payable. You can upgrade it from version 3.2, 4.0x, 4.1x, 4.5x, or 5.x. If you want to convert to version 6.00 from a version earlier than 3.2, contact a client support representative.

You must install the new version of Accounts Payable before you convert files. You can replace and update the programs properly only by using the Install Applications function in Resource Manager.

You must set up tax information in Resource Manager before converting Accounts Payable. If tax information is not set up, the conversion will not execute. See the *Resource Manager User's Manual*.

Before you convert an application's files, make note of the version number of the application you are converting from. The Data File Conversion function has no way of determining the information from within the function.

Consider Your Setup

Before you try to convert your version of Accounts Payable to the current version, consider the exact setup of your system. Since OSAS code can be customized, modifications to your system might be lost if you install a new version of a program or update a file. If you are not sure whether your system is ready for conversion, consult your value-added reseller.

Because of the ways tax information is stored in Accounts Payable and depending on which other applications you are using, you must follow several steps to convert existing Accounts Payable data.

If you are converting from version 4.5x to 6.0 and you are using Accounts Receivable, you have two choices:

- Convert Accounts Receivable files from 4.5x to 6.0 first; then convert Accounts Payable from 4.5x to 6.00.

- Create Resource Manager files first; then set up tax location and tax group information before converting Accounts Payable from 4.5x to 6.0 (see the *Resource Manager User's Manual*).

If you are converting from version 4.5x to 6.0 and you do not have Accounts Receivable on your system, you must create Resource Manager files first. Then set up tax location and tax groups information before converting Accounts Payable from 4.5x to 6.0.

If you are converting from version 5.0x to 6.0, whether you are using Accounts Receivable or not, you have two options:

- Convert Resource Manager from version 5.0x to 6.0.

- Create Resource Manager files; then set up tax location and tax groups information before converting Accounts Payable. (This method is recommended only if you want to reenter all tax information.)

Converting to Version 6.0

Select **Data File Conversion** from the Company Setup menu in Resource Manager. The function screen appears.

1. Enter the number of the target directory. (The system assigns a number to each OSAS data path with assigned values.)

2. Enter the path (drive and directory) that has the files you want to convert. You cannot enter the same path as the path you selected as the destination.

3. If you want source files to be erased after conversion, enter **Y**; if not, enter **N**.

4. If you want the conversion process to pause if a problem occurs, enter **Y**; if not, enter **N**. The system considers evidence of data not converting correctly or file corruption a problem.

5. Enter **AP** in the Appl column; *Accounts Payable* appears.

6. Enter the present version number of Accounts Payable, and press **Enter**. (When you enter OSAS, the copyrights screen shows the version of Accounts Payable you have.)

7. If data files already exist for AP in the intended destination path, the following prompt appears: **AP Data files exist. Do you want this task to erase them**. If you want to erase the existing files and convert the files from the version in the source path, enter **Y**; if not, enter **N**. If you enter N, you must change your entries so that no conflict exists.

8. To convert, use the **Proceed** (**PgDn**) command.

9. The following prompt appears: **Do you want a printout of error log after each application**. If you want the error log to be produced after files are converted for each application, enter **Y**; if you want the log to be produced after files for all applications are converted, enter **N**. If you are converting only Accounts Payable files, your answer to this prompt makes no difference.

   If a problem occurs and you indicated that you want the system to pause if a problem occurs, a prompt alerts you. To stop the conversion process, enter **Y**. To let the conversion run its course and investigate later, enter **N**.

   If the system has unposted transactions or checks, the following message appears: **You have unposted transactions/checks: you must post them before conversion**. This function does not post the information; your choices are either to proceed with the conversion without posting (**PgDn**) or exit from the function and stop the conversion.

10. When the process is finished, the files are converted. Select the output device for the error log.

After conversion is finished and the error log is produced, the Main menu with Accounts Payable 6.0 added appears.

Setup 3

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Setup Considerations

After you have installed the software for the first time or after you have upgraded the software, you must set up the system. Follow the setup procedures carefully; the choices you make determine how the system will operate.

To properly set up the Accounts Payable system, you need to gather and organize your accounting data. You need the following information:

- a chart of accounts for your business
- purchasing and payment cycles
- identification and credit information about your vendors
- previous- and current-year purchase, returns, and receipts history organized by vendor

Codes and IDs

When you set up the system, you assign codes and IDs to tell the system how to identify each item on file. The system uses these identifiers to organize the information in reports and inquiry windows.

The system arranges code characters in a particular order. In the following list codes and IDs are sorted from lowest to highest, and dashes represent blank spaces.

— — — — — 0
— — — — — 1
— — — — — Z
— — — — — a
— — — — — 01
— — a — — —
0 0 0 0 0 0
0 0 0 0 0 1
1

The organization of these codes illustrates the following principles:

- The system reads codes from left to right until it finds something other than a blank space.

- Items that make up a code are *always* listed alphabetically. The items are listed in this order for each position:

blank spaces
characters (-, *, /, and so forth)
numbers (0–9)
uppercase letters (A–Z)
lowercase letters (a–z)

Alphabetical rules are not intuitive when numbers are involved. Numbers are sorted as if they were letters: When the first characters of several IDs are compared, the ID with the smallest first character is placed first in the list. If the first character of the IDs is the same, the second characters are compared and the ID with the smallest second character is placed first in the list. This comparison is made for each character in the range of IDs until the IDs are clearly in alphabetical order.

If you use numbers for IDs, pad them with zeros so that they are all the same length and numeric rules can hold true. For example, in alphabetical sorting ID 112 comes before ID 60, since anything that starts with 1 comes before anything that starts with 6 *alphabetically.* If ID 60 were ID 000060 and ID 112 were ID 000112, ID 000060 would be listed first, since 060 is less than 112 alphabetically and numerically.

When you assign IDs and codes, establish a format that makes sense for your business and use it consistently. The following suggestions may help:

- To prevent organization problems, use zeros to make all IDs the same length. If IDs are divided into more than one part, the parts should be the same length in every ID. Do not use spaces to divide IDs into more than one part. For example, use ACE-01 and ACE-11 instead of ACE-1 and ACE-11 or ACE 01.

- If you use letters in IDs, use either all uppercase or all lowercase letters so that the IDs can be sorted correctly.
- Use descriptive IDs. For example, WIN001 and WIN002 are more descriptive IDs than 000001 and 000002. (If you already use a numbered system, you might want to stick with it.)
- If you want to sort items by a particular attribute—name or group—put the attribute in the ID. For example, to organize vendors by name, put the first characters of the name in the vendor ID.
- To ensure that you can insert new items into a sequence, use a combination of letters and numbers that leaves room in the sequence for later additions. For example, setting up two consecutive IDs of WIN001 and WIN005 leaves room for three vendors in between.

Setup Checklist and Functions

Follow the steps below to set up the Accounts Payable system. See the *Resource Manager User's Manual* for steps 1 and 2. Steps 3–9 are explained in this section.

1. Build the RMGCxxx (Group Code) file.
2. Build the RMTDxxx (Tax Location Detail) and the RMTHxxx (Tax Location Header) files.
3. Set up the options and interfaces.
4. Build the tables.
5. Set up the APVExxx (Vendor) file.
6. Build the APRHxxx and APRLxxx (Recurring Entries) files.
7. Enter initial balances.
8. Set up access codes.
9. Set up a backup schedule.

Options and Interfaces

An application can be interfaced to work in conjunction with other applications. Accounts Payable can be interfaced with General Ledger, Job Cost, Bank Reconciliation, and Inventory.

General Ledger

When Accounts Payable is interfaced with General Ledger, posting in Accounts Payable makes entries in the GLJRxxx (Journal) file for transactions that affect the ledger (such as sales tax, freight, miscellaneous expenses).

Job Cost

When Accounts Payable is interfaced with Job Cost, posting in Accounts Payable updates Job Cost-related information in the Job Cost job and phase records. When you enter invoices, refer to the Job Cost Jobs and Phases List for vendor IDs and contract numbers.

Bank Reconciliation

When Accounts Payable is interfaced with Bank Reconciliation, you must specify the ID of the bank account for the checks that are written. Summary disbursement entries of the checks are created in the BRTRxxx (Transactions) file in Bank Reconciliation for the bank ID.

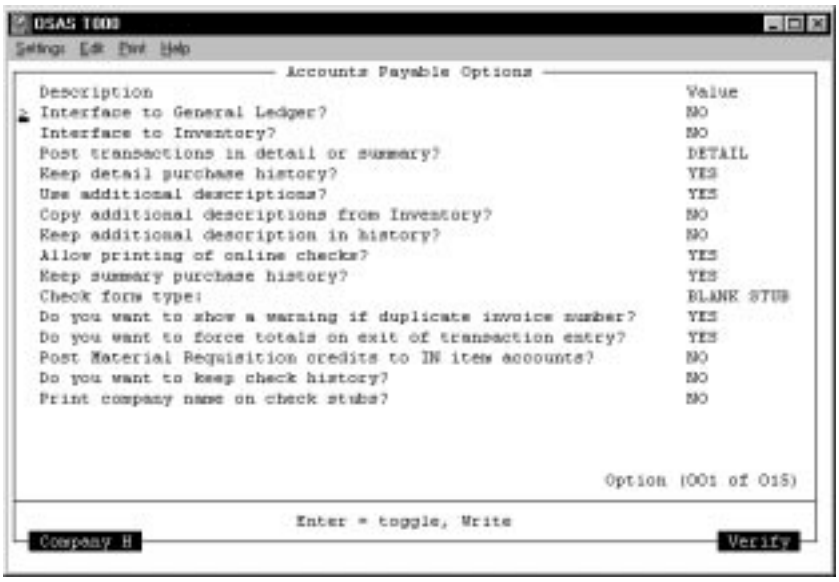
Inventory

As you enter transactions, inventory quantities and costs are updated online. If you are keeping detail and summary history in Inventory, Accounts Payable updates them as each action is completed.

Options and Interfaces screen

Select **Options and Interfaces** from the Resource Manager Company Setup menu. The Options and Interfaces screen appears.

The name of the company you are working with is displayed. Specify whether the Options table is *shared* or *owned*. (See the *Resource Manager User's Manual* for information about Options tables.) Then enter **AP** as the application ID. The Accounts Payable Options screen appears.



To toggle an option (for example, between YES and NO), press **Enter**.

When you are finished selecting options, press **W** to save your entries. Then exit to the Options and Interfaces screen. Select another application whose options and interfaces you want to change, or exit to the Resource Manager Company Setup menu.

1. Toggle to **YES** or **NO** to indicate whether or not you want to interface Accounts Payable with General Ledger, Inventory, Job Cost, and Bank Reconciliation.

   The interface options work independently of each other. You can respond to them with any combination of Ys and Ns.

2. Toggle to **DETAIL** or **SUMMARY** to indicate whether you want to post transactions in the GLJRxxx file by line item or by totals. This option is not used if Accounts Payable is not interfaced with General Ledger.

3. Toggle to **YES** or **NO** to indicate whether or not you want to keep history information for each line item of each purchase or miscellaneous debit. If you select NO, the APHIxxx (Detail History) file is not used.

4. Toggle to **YES** or **NO** to indicate whether or not you want to be able to enter 1 to 10 lines of additional descriptions for line items. If you select NO, the APDExxx (Additional Descriptions) and APRDxxx (Recurring Additional Descriptions) files are not used.

5. Toggle to **YES** or **NO** to indicate whether or not you want additional descriptions to be copied to a line item during transaction entry. If you select NO, the APDExxx, APHDxxx (Additional Descriptions History), and APRDxxx files are not used.

6. Toggle to **YES** or **NO** to indicate whether or not you want to keep additional description history.

7. Toggle to **YES** or **NO** to indicate whether or not you want to be able to print online checks during transaction entry.

8. Toggle to **YES** or **NO** to indicate whether or not you want to keep history information for the totals of each purchase or miscellaneous debit. If you select NO, the APHSxxx (Summary History) file is not used.

9. Toggle to **BLANK STUB**, **LASER**, or **PREPRINTED** to indicate whether you want to print checks on blank stubs, laser forms, or preprinted stubs. If you select BLANK, the company address and purchase order number are not printed on the checks.

10. Toggle to **YES** or **NO** to indicate whether or not you want the system to warn you when you enter duplicate invoice numbers (when you enter the same number twice). If you select YES, you can still move past the warning.

11. Toggle to **YES** or **NO** to indicate whether or not you want the system to force you to enter totals when you exit from the Transactions function. If you select YES, you cannot exit from the Transactions function without entering totals for the transaction.

12. Toggle to **YES** or **NO** to indicate whether or not you want material requisition credits to be posted to inventory item accounts.

13. Toggle to **YES** or **NO** to indicate whether or not you want to keep check history. If you select NO, the APHCxxx (Check History) file is not used.

14. Toggle to **YES** or **NO** to indicate whether or not you want to print company names on checks.

Tables

Tables store information relating to the system, data, options, and default settings for other applications.

Note

Use tables only to enter and store data. Do not delete lines or rearrange the account descriptions. The system looks for information by the position of the lines in the table.

You must set up the following tables before you build the Accounts Payable data files:

- APGLxxx
- APPDxxx
- DFxxxx
- DMxxxx
- DISCxxx
- D1099xxx
- F1099
- FORMxxx

- MRGLxxx
- QCxxxx
- QDxxxx
- QExxxx
- QHxxxx
- QMxxxx
- QPxxxx
- QXxxxx
- QZxxxx

You can set up the APGLxxx, DISCxxx, D1099xxx, and MRGLxxx tables for individual companies and/or all companies that are in the system. You can set up one table for all the companies that are alike, and you can set up one table for each company that is different.

Note

You must enter **OWN** in the Option Table Type field in the Options and Interfaces function to be able to set up company-specific tables.

For example, you can set up table APGL for companies that post accounts payable transactions to the same general ledger accounts; and you can set up table APGLA01 for company A01, APGLB01 for company B01, and so forth if those companies post accounts payable transactions to different general ledger accounts.

These tables are identified by a four- or five-character prefix and a three-character suffix. The prefix is the table name—APGL for general ledger accounts, for example. The suffix is a company ID or a systemwide table. If you delete a company-specific table, that company uses the generic table. For example, if you delete table APGLA01, company A01 uses the APGL table.

You must set up the F1099 table for all companies in the system. Because all companies share the table, you cannot assign a suffix to it.

You must set up one APPDxxx table for each company in the system—for each company, you must assign a corresponding suffix to the APPDxxx table.

The FORMxxx table tracks the last check number and is created when you enter the online check or print checks.

Each Defaults table (DFxxxx, DMxxxx) and each Quick-Entry table (QCxxxx, QDxxxx, QExxxx, QHxxxx, QMxxxx, QPxxxx, QXxxxx, and QZxxxx) is identified by a two-character prefix and a four-character suffix. The prefix is the table name—DF for Defaults, QP for Quick-Entry Purchases, and so forth. The suffix is a terminal ID, a company ID, or a systemwide table (without a suffix).

You can set up the Defaults and Quick-Entry tables for the following situations:

- Assign each table to a particular terminal. For example, you can assign table DFT001 to terminal T001.
- Assign each table to all terminals in a particular company. For example, you can assign table DFA to all terminals in company A.
- Set up each table as a general table for several companies to use. For example, you can set up table DF for the companies that use the same defaults.

If you have three companies—A01, B01, and C01—you might want the terminals in companies A01 and B01 to share table DF. You might want company C01 to have some of its terminals use a set of defaults specific to each one, while other terminals share values that are common among themselves but specific to company C01.

Companies A01 and B01 can share table DF; no table has the label DFA or DFB. Company C01 can have table DFC, to be used for the terminals in company C01 that do not need their own set of defaults. Each terminal in company C01 that needs its own set of defaults can have its own table; for example, terminal T001 has table DFT001.

Note

The system treats all terminals with the same ID the same way, so you may want to make sure that each terminal ID is unique. For example, if you have two T001 terminals, one in company A01 and one in company C01, the DFT001 table applies to both terminals regardless of the fact that they are in different companies.

When you enter or edit transactions, the system first tries to find a table with a terminal suffix specific to your terminal. If it cannot find one, it looks for a table for the company you are working in. If it cannot find one, it uses the systemwide table. For example, if you are using quick entry to enter a purchase for company A01 on terminal T001, the system first looks for QPT001. If it cannot find table QPT001, it looks for QPA. If it cannot find table QPA, it uses the systemwide table QP.

If the system cannot find any applicable table (perhaps because the systemwide table was accidentally deleted), an error message appears and you must rebuild the table.

Vendors

The APVExxx file stores general and historical information about the vendors you do business with. You must set up the file before you begin processing accounts payable transactions.

General information

Enter each vendor's name, address, phone and fax numbers, contact, information about where to send payments, code and payment information, and 1099 information.

If the vendor provides a set discount when you pay bills promptly, enter the code used to describe the discount percentage and the number of days in which you must pay to receive the discount.

You can establish distribution codes so that you can allocate general ledger accounts for payables, sales tax, freight, or miscellaneous charges.

You can assign vendor classes and payment priorities as additional sort criteria for General Report Writer reports, and you can organize the Vendor Purchase History Report by vendor class. Vendor classes and payment priorities are arbitrary attributes; the information is stored only with the vendor record.

If you do not want to pay a vendor for some reason, you can put the vendor on hold. When you enter transactions for the vendor, a message appears to alert you to the situation.

You cannot pay invoices for a vendor that is on hold. When you prepare checks, an error message printed in the Prepare Checks Log informs you that the vendor is on hold.

To track the sales tax you pay to vendors, set up the tax groups before you enter transactions. The RMTDxxx file accumulates sales tax for the groups you set up. See the *Resource Manager User's Manual* for information about setting up tax groups.

The system calculates sales tax based on tax classes and the tax group. You assign tax classes for transactions, and you assign tax groups to vendors.

If you usually send purchase and miscellaneous debit transactions for a vendor to a particular account, enter the GL account number. You can override the account when you enter accounts payable transactions.

If a vendor requires a 1099 form, enter the vendor's taxpayer identification number and the payment type. See the federal tax circular for information about the payment types.

Indicate whether the Internal Revenue Service notified your company twice in the past three years that the vendor's tax identification number is incorrect. If it did, the 2nd TIN Not box on the form will be checked when you prepare a 1099 form for the vendor.

If you use the detail method to enter initial balances in the Vendors function, do not enter the amount due and prepaid.

Historical information

Whether you enter historical information depends on the method you use to enter initial balances. See information about the Vendors function, page 10-3, before you enter the vendor records.

Vendor comments

You can enter comments about vendors on the Vendor Comments screen. When you enter accounts payable transactions, you can use the **Information** (**Shift+F2**) command to access a vendor's comments.

Comments are stored in the APVCxxx (Vendor Comments) file, not in the APVExxx file.

For more information about entering vendor records, refer to page 10-3.

Recurring Entries

If you make payments to some vendors on a regular schedule, you can set up recurring payments records for those vendors and then copy them to the APTDxxx and APTHxxx (Transaction) files when they come due.

Note

You can set up only noninventory recurring entries.

Recurring numbers

Numbers for recurring entries can be eight characters long. If you are adding Purchase Order to Accounts Payable and you are using system-generated purchase order numbers, you should start your recurring numbers with a character other than a number—for example, RE000001, RE000002, and so forth. When you copy recurring orders in Purchase Order, the system places an *R* at the beginning of the order number. The recurring number is not related to the transaction number or the order number. See the *Purchase Order User's Manual* for information about system-generated order numbers.

Run codes

A run code is a unique number that you assign to each recurring entry. You copy recurring entries to the APTDxxx and APTHxxx files by run codes.

You might want to set up run codes to reflect when you will copy them to the APTDxxx and APTHxxx files. For example, you might assign code 01 for entries you will copy on the first of each month, 15 for those you will copy on the fifteenth of each month, and so forth.

You can use the Purge Selected files function, page 10-49, to purge entries from the APRHxxx and APRLxxx files by cutoff dates. Entries with a cutoff date before the date you specify are purged from the APRHxxx and APRLxxx files.

For more information about establishing recurring entries, see page 10-17.

Initial Balances

After you have set up the vendor records, build the APINxxx (Open Invoice) file to set up initial vendor balances. If you are not setting up Accounts Payable at the beginning of the year and if you are keeping detail and summary history, you must also enter purchasing history.

If you have Accounts Payable and Purchase Order, use the setup instructions in the *Purchase Order User's Manual* to enter the initial balances.

You can use the summary method or the detail method to set up the initial vendor balances and open invoices.

Summary method

The summary method is quicker than the detail method, but it does not provide complete purchasing history. First enter a summary amount in each vendor record for the period-, quarter- and year-to-date and last-year purchases and payment history. Then enter outstanding transactions.

The summary method consists of the following steps:

1. Enter purchase and payment history information for each vendor in the Vendors function, page 10-3.

2. Enter outstanding invoices in the Transactions function, page 5-3 . If you made payments against the invoices, enter them in the Amt Paid field on the totals screens.

3. Post the outstanding transactions you entered in step 2. This step builds the APINxxx file.

4. Enter outstanding material requisitions in the Enter Material Requisitions function, page 6-3.

5. Post the requisitions, page 6-25.

Detail method

The detail method provides complete purchasing history, but it is more time-consuming than the summary method. You must leave the amount fields in the vendor records blank and enter and post all transactions from the beginning of the year.

The detail method consists of the following steps:

1. Leave the history fields (except last-year's values) in the vendor records blank.

2. Use the Transactions function, to enter the invoices for the first general ledger period. If you made payments against the invoices, enter them in the Amt Paid field on the totals screens.

3. Post the transactions you entered in step 2 in the Post Transactions function, page 5-29.

4. Enter material requisitions and returned requisitions for the first general ledger period in the Enter Material Requisitions function, page 6-3.

5. Post the requisitions you entered in step 4 in the Post Material Requisitions function, page 6-25.

6. Repeat steps 2–5 until you reach the current date.

Access Codes

To safeguard your system, prevent access by unauthorized people. Use the Resource Manager Access Codes function to set up access codes on your system. You can set up access codes for the Accounts Payable system itself, for menus in the system, and for individual functions. To control users' access to menus and functions, you can set up an access code for each user or group of users that performs the same functions.

A code for each company

Access codes are company-specific. When you set up an access code for a user, the code is assigned the company you are in.

Because the codes are company-specific, you must set up a code for each company a user needs to access. You can use the same code for each company so that the user does not need to remember different codes. For example, you can set up the access code CHARM for companies A01, B01, and C01 so that a user can use the same code for each company.

What should be protected

Because of the sensitive nature of some of the information in the Accounts Payable data files and reports, you should limit access to the functions that provide confidential information or are sensitive to change. For maximum security, protect the Accounts Payable application itself, each of the Accounts Payable menus, and the individual functions.

After you have set up your access codes, print a list of the codes and store it in a safe place.

For more information about access codes, see the *Resource Manager User's Manual.*

Backup Schedule

Plan a backup schedule before you begin day-to-day operations.

You can lose files because of disk drive problems, power surges and outages, and other unforeseen circumstances. Protect yourself against such an expensive crisis by planning and sticking to a backup schedule.

Backing up data files

Back up your Accounts Payable data files whenever they change—every day or every week—and before you run the following functions:

- Post Transactions
- Post Material Requisitions
- Post Payments
- Periodic Maintenance
- Purge Selected Files
- Purge Vendor Comments

Backing up programs

Once a month or so, back up your programs. Even though these files do not change, diskettes can be damaged or deteriorate, so it pays to have a fresh copy in storage in case you need it.

Diskettes

Keep more than one set of backups in case one set is bad or damaged. Rotate the sets of backup diskettes, keeping one set off-site.

Use Resource Manager

Use the Backup function on the Resource Manager Data File Maintenance menu to back up files.

Note

You must back up all the files in the data path for a particular list of companies at once to ensure that you have up-to-date copies of the system files. Do not try to use operating system commands to back up only a few files that have been changed; if you do, your system may not work after you restore them. The Backup function backs up all the data files for a specified company in a data path at one time.

Information Inquiry 4

Vendors and Invoices	4-3
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Summary History	4-13

Introduction

Use the functions in this chapter to look at information about vendors, invoices, and history. You cannot use the Information Inquiry functions to add or change information.

You can use these functions at any point in your work cycle. If the information about vendors and invoices has not been posted, you can use the Vendors and Invoices function to look at information about vendors and their invoices. You can also use the Invoices function to look at information about invoices.

If the information has been posted, it is historical information and you can use the Summary History function. You can also use the Detail History function if you elected to keep detail history in the Resource Manager Options and Interfaces function.

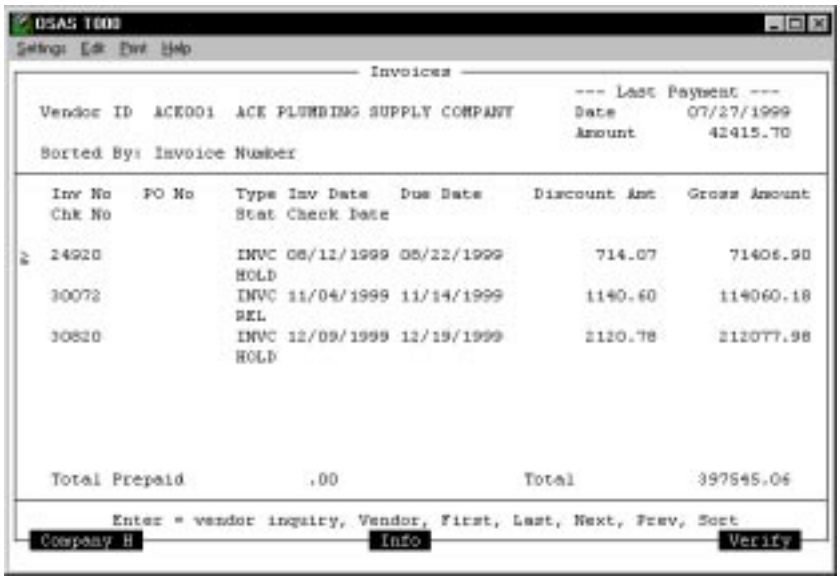
Vendors and Invoices

Use the Vendors and Invoices function to look at vendor records and open invoices.

To add to or change this information, use the Vendors function, page 10-3.

Vendors and Invoices Screen

Select **Vendors and Invoices** from the Information Inquiry menu. The inquiry screen appears.


OSAS T000
Settings Edit Font Help
Invoices
Vendor ID ACE001 ACE PLUMBING SUPPLY COMPANY
--- Last Payment ---
Date 07/27/1999
Amount 42415.70
Sorted By: Invoice Number
Inv No PO No Type Inv Date Due Date Discount Amt Gross Amount
Chk No Stat Check Date
24920 INVC 08/12/1999 08/22/1999 714.07 71406.90
HOLD
30072 INVC 11/04/1999 11/14/1999 1140.60 114060.18
REL
30820 INVC 12/09/1999 12/19/1999 2120.78 212077.98
HOLD
Total Prepaid .00 Total 397545.06
Enter = vendor inquiry, Vendor, First, Last, Next, Prev, Sort
Company H
Info
Verify

1. Enter the ID of the vendor whose information you want to look at (A6).
2. Use the commands on the command bar to find the information you need:

   Vendor, **First**, **Last**, **Next**, **Prev**, **History**, **Invoices**, **Comments**

Looking at a different vendor record

To look at a different vendor record, press **V**. Then enter the vendor ID.

To look at the first vendor record on file, press **F**.

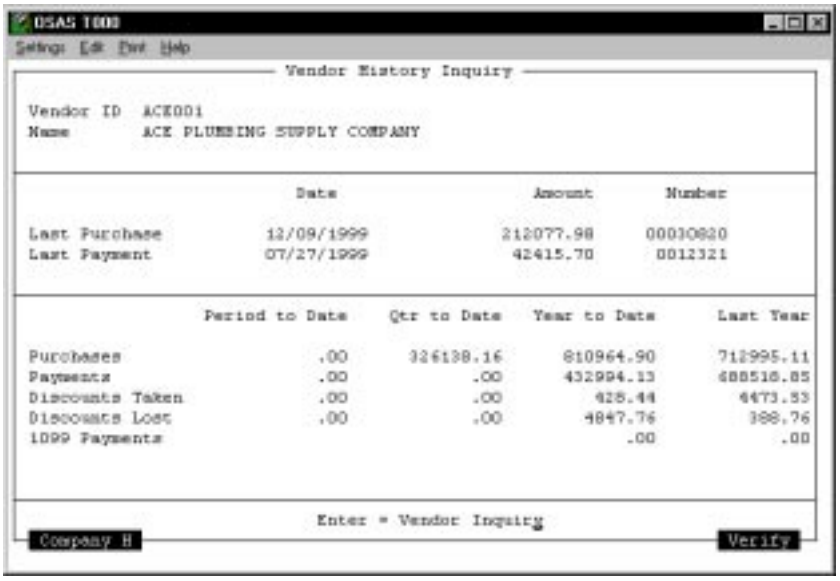
To look at the last vendor record on file, press **L**.

To look at the next vendor record on file, press **N**.

To look at the previous vendor record on file, press **P**.

Looking at vendor history

To look at the purchase and payment history for the vendor, press **H**. The Vendor History Inquiry screen appears.

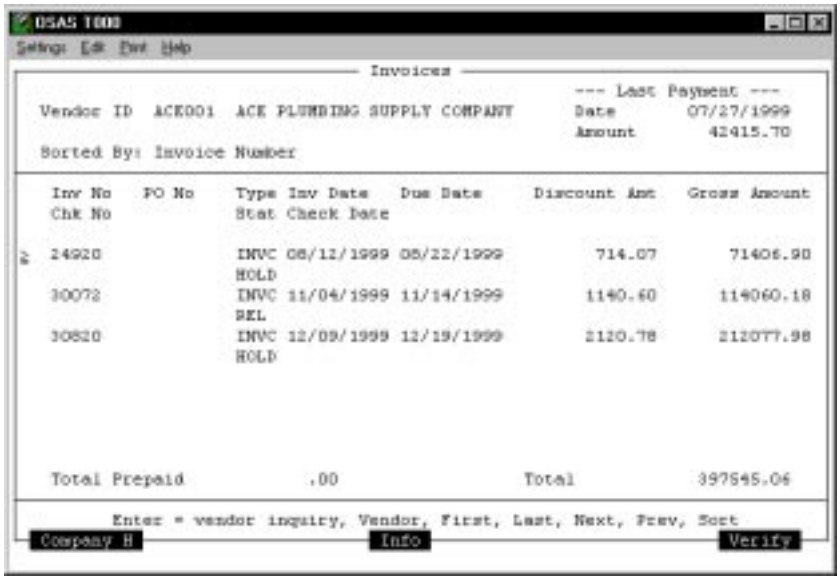

OSAS T000
Settings Edit Print Help
Vendor History Inquiry
Vendor ID ACE001
Name ACE PLUMBING SUPPLY COMPANY
Date Amount Number
Last Purchase 12/09/1999 212077.98 00030820
Last Payment 07/27/1999 42415.70 0012321
Period to Date Qtr to Date Year to Date Last Year
Purchases .00 326138.16 810964.90 712995.11
Payments .00 .00 432994.13 688516.85
Discounts Taken .00 .00 428.44 6473.53
Discounts Lost .00 .00 4847.76 388.76
1099 Payments .00 .00
Enter = Vendor Inquiry
Company H
Verify

The displayed information comes from the APVExxx (Vendor) file and is entered in the Vendors function, page 10-3.

When you are finished looking at the information, press **Enter** to return to the Vendor Inquiry screen.

Finding invoices from a vendor

To scan invoices from the vendor you selected, press **I**. The Invoices screen appears.


OSAS T000
Settings Edit Font Help
Invoices
Vendor ID ACE001 ACE PLUMBING SUPPLY COMPANY
--- Last Payment ---
Date 07/27/1999
Amount 42415.70
Sorted By: Invoice Number
Inv No PO No Type Inv Date Due Date Discount Amt Gross Amount
Chk No Stat Check Date
24920 INVC 08/12/1999 08/22/1999 714.07 71406.90
HOLD
30072 INVC 11/04/1999 11/14/1999 1140.60 114060.18
REL
30820 INVC 12/09/1999 12/19/1999 2120.78 212077.98
HOLD
Total Prepaid .00 Total 397545.06
Enter = vendor inquiry, Vendor, First, Last, Next, Prev, Sort
Company H
Info
Verify

Use the commands on the command bar to find the information you need:

Enter = vendor inquiry, **Vendor**, **First**, **Last**, **Next**, **Prev**, **Sort**

To return to the Vendor Inquiry screen, press **Enter**.

To look at open invoices for a different vendor, press **V**. Then enter the vendor ID.

To look at open invoices for the first vendor on file, press **F**.

To look at open invoices for the last vendor on file, press **L**.

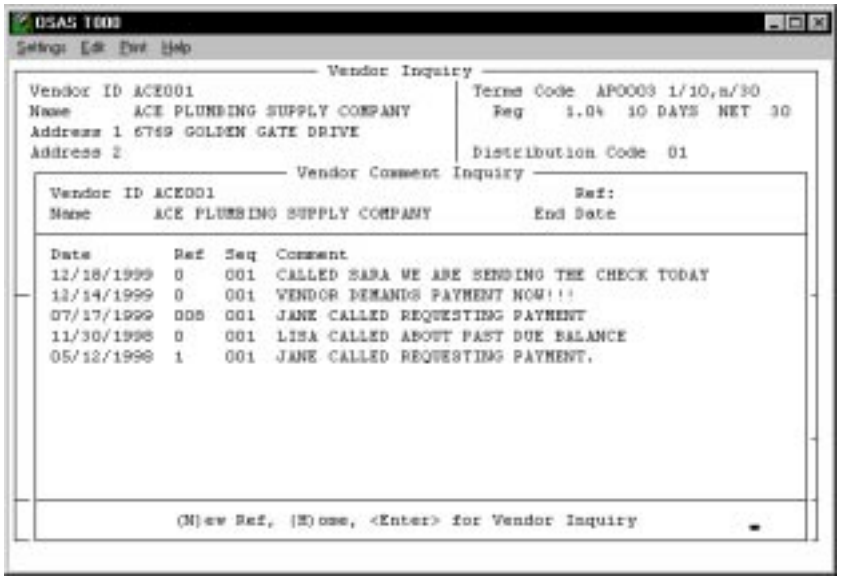
To look at open invoices for the next vendor on file, press **N**.

To look at open invoices for the previous vendor on file, press **P**.

To sort the invoices a different way—by invoice number (the default), invoice date, or invoice due date—press **S** until the sort option you want appears and the invoices are displayed in the order you want. If Accounts Payable is interfaced with Job Cost, each sort option is available with the job ID for six options overall.

Looking at comments for a vendor

To look at the comments about the vendor you selected, press **C**. The Vendor Comment Inquiry window appears.


OSAS T000
Settings Edit Print Help
Vendor Inquiry
Vendor ID ACE001
Name ACE PLUMBING SUPPLY COMPANY
Address 1 6769 GOLDEN GATE DRIVE
Address 2
Terms Code APO003 1/10,n/30
Reg 1.0% 10 DAYS NET 30
Distribution Code 01
Vendor Comment Inquiry
Vendor ID ACE001
Ref:
Name ACE PLUMBING SUPPLY COMPANY
End Date
Date Ref Seq Comment
12/18/1999 0 001 CALLED SARA WE ARE SENDING THE CHECK TODAY
12/14/1999 0 001 VENDOR DEMANDS PAYMENT NOW!!!
07/17/1999 008 001 JANE CALLED REQUESTING PAYMENT
11/30/1998 0 001 LISA CALLED ABOUT PAST DUE BALANCE
05/12/1998 1 001 JANE CALLED REQUESTING PAYMENT.
(N)ew Ref, (H)ome, <Enter> for Vendor Inquiry

1. Enter the reference ID (A3) for the comments you want to look at, or press **Enter** to look at the comments for all reference IDs.

2. Enter the date of the most recent comment you want to look at, or press **Enter** to look at all comment dates.

References indicate a hierarchy. For example, your company might assign reference number 0 to comments on invoices considered crucial. Those comments would appear first in comments windows.

Sequence numbers are automatically incremented according to order of entry within the same date. For example, if you entered three invoices on 12/15, they would carry sequence numbers 001, 002, and 003 in the order you entered them.

The date, reference, sequence number, and text that appear depend on the reference ID and end date you entered (if any). The comments are arranged by date—the most recent date first—then by reference ID and then by sequence number.

3. Use the commands on the following two command bars to find the information you need. The More Comments commands appear only if you have more than one window of comments.

   (N)ew Ref, (**H)ome**, <**Enter> for Vendor Inquiry**

   More Comments: Line Down, **Page Down**, **Options**

   To look at comments for a different reference ID, press **N**. Then enter the reference ID and end date.

   To display the first comment for the reference ID and end date you entered, press **H**.

   To return to the Vendor Inquiry screen, press **Enter**.

   To scroll the window down one line, press **L**.

   To go to the next window of comments, press **P**.

   To display the options to enter a different reference ID, display the first comment, or go to the Vendor Inquiry screen, press **O**.

When you are finished looking at vendor comments, exit to the Vendor Inquiry screen.

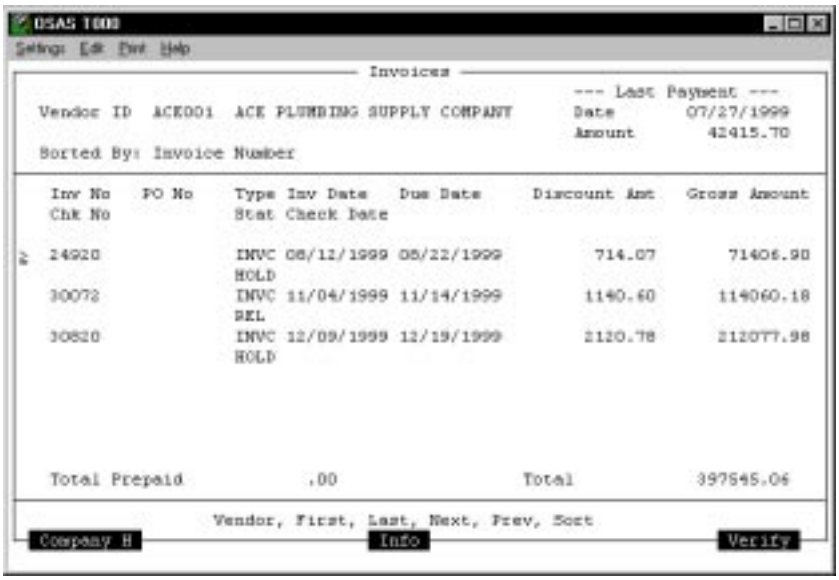
Invoices

Use the Invoices function to look at the open invoices that are on file for a vendor.

To add to or change this information, use the Vendors function, page 10-3.

Invoices Screen

Select **Invoices** from the Information Inquiry menu. The inquiry screen appears.



1. Enter the ID of the vendor whose open invoices you want to look at (A6).
2. Use the commands on the command bar to find the information you need:

   Vendor, **First**, **Last**, **Next**, **Prev**, **Sort**

   To look at a different vendor record, press **V**. Then enter the vendor ID.

To look at the first vendor record on file, press **F**.

To look at the last vendor record on file, press **L**.

To look at the next vendor record on file, press **N**.

To look at the previous vendor record on file, press **P**.

To sort the invoices a different way—by invoice number (the default), invoice date, or invoice due date—press **S** until the sort option you want appears and the invoices are displayed in the order you want.

When you are finished looking at the vendor's open invoices, exit to the Information Inquiry menu.

Detail History

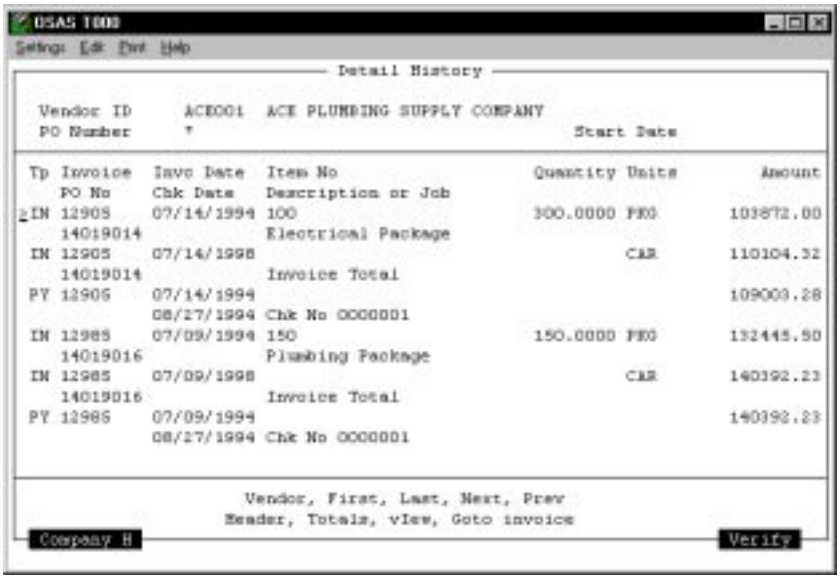
Use the Detail History function to look at past purchases, debit memos, and payment information. Most invoices are listed more than once. They are listed by line item in order of appearance in the invoice. The last entry for each invoice number is *Invoice Total*. The value for this entry is the total value of the invoice—the sum of the subtotal of line items, sales tax, freight charge, and miscellaneous charge.

This function is available only if you elected to keep detail history in the Resource Manager Options and Interfaces function.

To add to or change this information, use the Vendors function, page 10-3.

Detail History Screen

Select **Detail History** from the Information Inquiry menu. The inquiry screen appears.


OSAS 1000
Settings Edit Font Help
Detail History
Vendor ID ACE001 ACE PLUMBING SUPPLY COMPANY
PO Number * Start Date
Tp Invoice Invc Date Item No Quantity Units Amount
PO No Chk Date Description or Job
IN 12905 07/14/1994 100 300.0000 PEG 103872.00
14019014 Electrical Package
IN 12905 07/14/1994 CAR 110104.32
14019014 Invoice Total
PY 12905 07/14/1994 109003.28
08/27/1994 Chk No 0000001
IN 12985 07/09/1994 150 150.0000 PEG 132445.50
14019016 Plumbing Package
IN 12985 07/09/1994 CAR 140392.23
14019016 Invoice Total
PY 12985 07/09/1994 140392.23
08/27/1994 Chk No 0000001
Vendor, First, Last, Next, Prev
Header, Totals, vIew, Goto invoice
Company H
Verify

1. Enter the ID of the vendor whose history you want to look at (A6).

2. Use the commands on the command bar to find the information you need:

   Vendor, **First**, **Last**, **Next**, **Prev**, **Header**, **Totals**, **vIew**, **Goto invoice**

   To look at a different vendor record, press **V**. Then enter the vendor ID. (If a vendor has been deleted from the APVExxx file but has records in the APHIxxx file, you can look at the records if you know the vendor ID.)

   To look at the first vendor record on file, press **F**.

   To look at the last vendor record on file, press **L**.

   To look at the next vendor record on file, press **N**.

   To look at the previous vendor record on file, press **P**.

   To view invoice information for a purchase order number or a start date, press **H**. Then enter the purchase order number or start date. You can use the ***** and **?** wildcards.

   To look at invoice totals for the vendor, press **T**. The invoice number, subtotal, sales tax, freight, miscellaneous charges, and total appear in a window. Press any key to return to the Detail History screen.

   To look at an expanded summary of the invoice, press **I**. Additional information about the invoice (general ledger account and period, purchase order number and date, quantity purchased) appears in the View Line window. Press any key to return to the Detail History screen.

   To move the prompt (>) to a different invoice number, press **G**. Then enter the number, or exit to the Detail History screen. (This command appears only if you have more than one screen of invoice numbers.)

When you are finished looking at detail history, exit to the Information Inquiry menu.

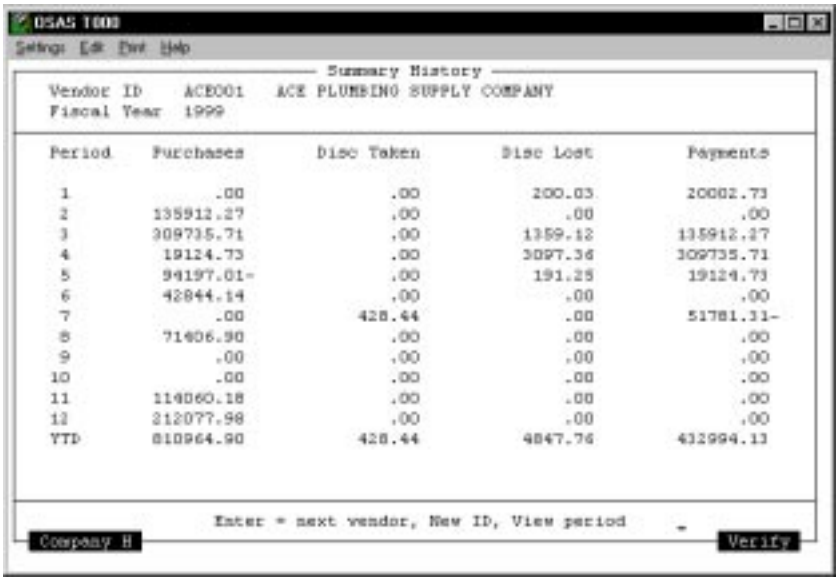
Summary History

Use the Summary History function to look at past purchases and payment information associated with vendors.

To add to or change this information, use the Vendors function, page 10-3.

Summary History Screen

Select **Summary History** from the Information Inquiry menu. The inquiry screen appears.



1. Enter the ID of the vendor whose history you want to look at (A6).

2. The current fiscal year from the APPDxxx table is displayed. Accept it, or enter the fiscal year whose history you want to look at. The vendor's purchases, the discounts taken and lost, the payment amounts for each period, the number of periods specified in the APPDxxx table, and the year-to-date totals appear.

3. Use the commands on the command bar to find the information you need:

   Enter = next vendor, **New ID**, **View period**

Looking at history for a different vendor

To look at the next vendor record, press **Enter**.

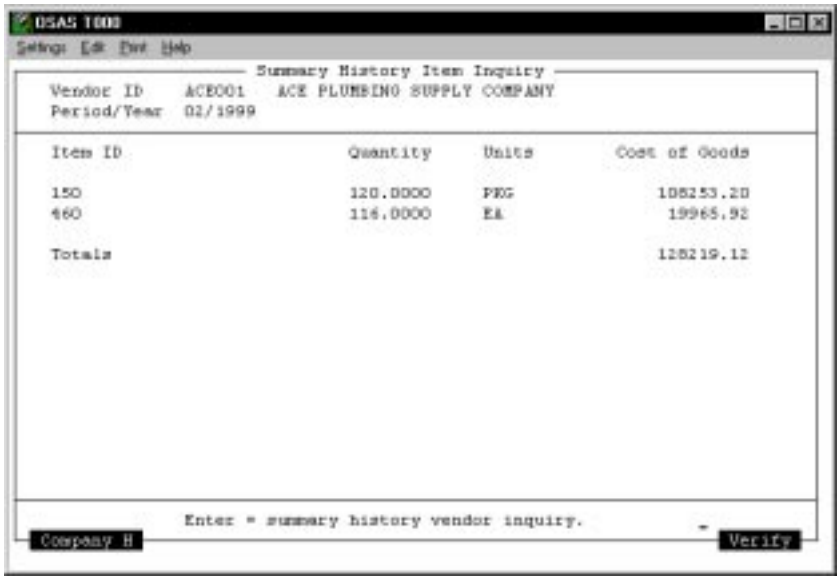
To look at a different vendor record, press **N**. Then enter the vendor ID and fiscal year.

Looking at history for a particular period

To look at the vendor's item and job history for a particular period, press **V**. Then enter the period whose item and job history you want to look at.

If you did not elect to keep summary history in the Resource Manager Options and Interfaces function for a period, an asterisk (*) is displayed next to the period, and the message ***=Summary History Not Kept** is displayed near the bottom of the screen. You cannot look at the item history for a period if you do not keep summary history.

If you keep summary history, the Summary History Item Inquiry screen appears.



If you made more purchases from the vendor in this period than the screen can show, a prompt appears:

More history. Continue?

To look at more history, press **Y**. To stop with this screen, press **N**. Once you press **N**, you cannot page down any more, and you cannot page up at any point.

When you are finished looking at the item and job history, press **Enter** to return to the Vendor Inquiry screen.

Daily Work 5

Transactions	5-3
Copy Recurring Entries	5-17
Purchases Journal	5-19
Miscellaneous Debits Journal	5-23
Daily Sales Tax Report	5-27
Post Transactions	5-29

Introduction

Use the Daily Work functions to record purchases you made from a vendor.

If you purchased goods from a vendor that is not associated with a recurring entry, use the Transactions function. If the vendor is associated with a recurring entry, use the Copy Recurring Entries function. The information about recurring entries is copied to the APTDxxx and APTHxxx (Transaction) files.

Use the Purchases Journal to check purchasing transactions. Use the Miscellaneous Debits Journal to check debits that are not directly related to purchases.

Transactions

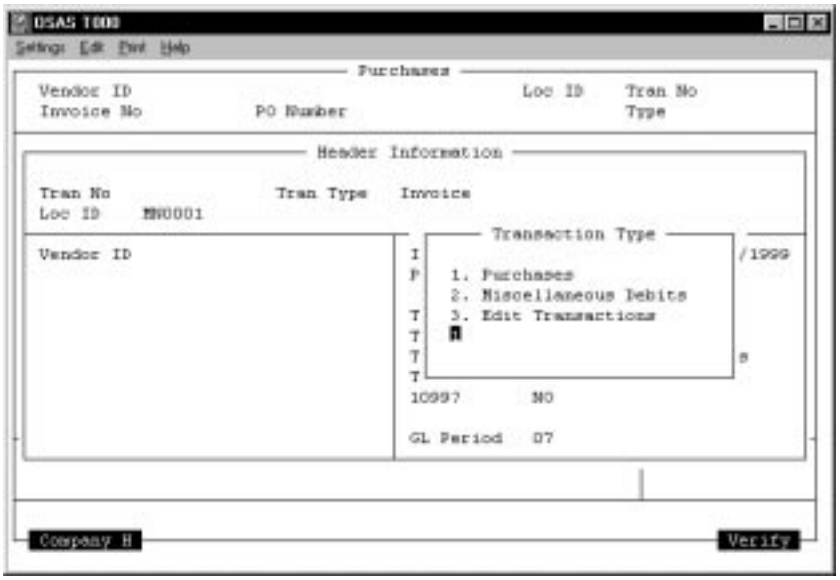
Use the Transactions function to enter transactions that consist of purchasing goods or services from a vendor or to enter miscellaneous debits. You can set up initial balances by entering outstanding invoices from your vendors. Thereafter, you enter purchases as you receive invoices for them.

Note

If Accounts Payable is interfaced with General Ledger and last-year files exist, you must select the year you are entering transactions for when you enter transactions into an empty file. All the transactions you enter after that default to the year you selected until you post.

Purchases Menu

Select **Transactions** from the Daily Work menu. A menu appears.



Select the type of transaction you want to work with:

1 enter purchases

2 enter returned goods and cancel incorrect posted transactions

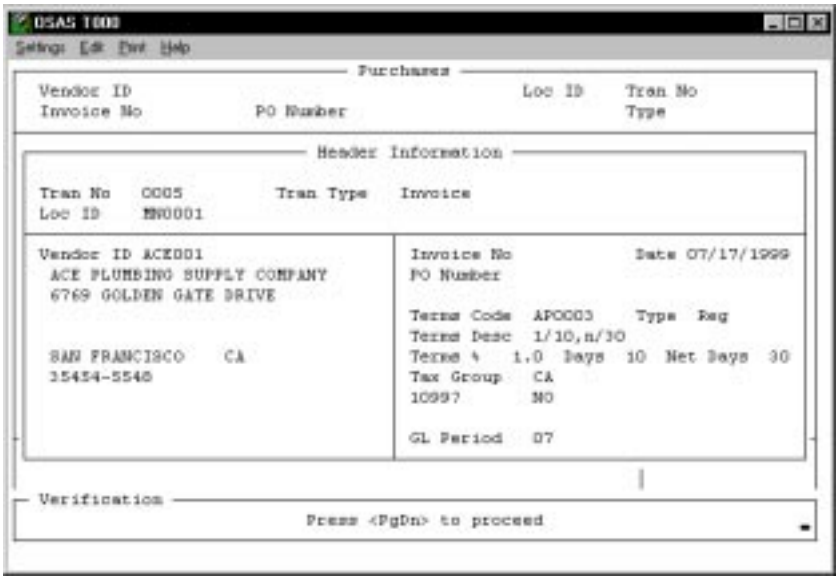
3 change or delete unposted transactions

Before you change or delete transactions, produce the Purchases and Miscellaneous Debits Journals so that you have the correct transaction numbers. After you change or delete transactions, produce the journals again so that the audit trail is accurate.

If you add, change, or delete a transaction, pay attention to the transaction totals. The system puts the entire payment balance in the First Payment field when a quantity, a cost, or an amount is changed. If the calculated discount is different from the cash discount, you can elect to automatically use the calculated amount.

Purchases Header Screen

After you make your selection from the Transaction Type menu, the header screen appears:



Field	Description
Tran No (N4)	The system assigns a unique number to each transaction. To change transactions or return goods, enter the number of the transaction. To delete the entire transaction, use the **Delete** (**F3**) command.

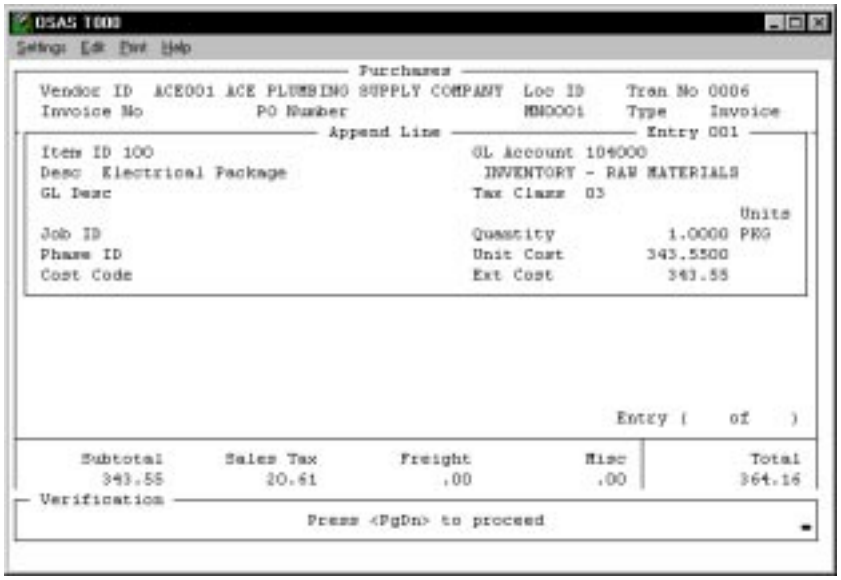
Field	Description
Loc ID (A6)	If you entered a default location ID when you set up the company, the ID is displayed. If you change the ID of the location you are purchasing the items for, the description of the location appears for verification. If you did not enter a default location ID, enter the ID of the location you are purchasing the items for, or press **Enter** to skip this field.
Vendor ID (A6)	goods from or returning goods to. If you use the **Maintenance** (**F6**) command, the Vendors function is temporarily called up. (You cannot use the **Maintenance** command to delete vendor records.) After you enter the ID, the vendor's name and address appear. To enter a vendor you plan to deal with only once, enter **TEMP** and then the vendor's name, address, and a distribution code. (The **Inquiry** and **Maintenance** commands are available.) The system assigns each temporary vendor an ID that consists of a "+" sign and a five-digit number. This ID is printed in the Purchases Journal. Temporary vendors that have balances of zero are removed from the APVExxx (Vendor) file when you do periodic maintenance.
Invoice No (A8)	Enter the number of the vendor's invoice for the items you purchased or are returning. If the number you enter is in the APINxxx (Open Invoice) file or the APHIxxx (Detail History) file, a message appears to warn you of the situation
Date	Enter the date of the invoice whose number you entered.
PO Number (A8)	Enter the purchase order number, or press **Enter** if you did not assign one.
Terms Code (A6)	Enter the terms code. If you use the **Maintenance** (**F6**) command, the Terms Code function is temporarily called up. After you enter the code, the description and the percent for the payment terms of the transaction appear.

Field	Description
Tax Group (A6)	Enter the tax group where the tax is to be applied—even if the transaction is not taxable. If you use the Maintenance (F6) command, the Tax Groups function is temporarily called up (see the *Resource Manager User's Manual*). After you enter the group, the description of the group appears.
1099?	If the vendor does not receive a 1099-MISC form, *NO* is displayed and you cannot change it. If the vendor receives a 1099-MISC form, *YES* is displayed. If you want the purchase to update the 1099 Payments Year to Date field in the vendor's record, press **Enter**; if not, enter **N**.
GL Period (1-13)	Press **Enter** if you want to post the transaction to the displayed period, or enter a different period.

When you save the header information (**PgDn**), the line-item entry screen appears.

Purchases Line-Item Entry Screen

The Purchases line-item entry screen appears only if no line items are associated with the transaction.



Field	Description
Item ID (A20)	Enter the number of the item you are purchasing or returning, or press **Enter** to skip this field.
Desc (A35)	Enter a description of the item.
Additional Descriptions (A35 per line)	If you elected in the Resource Manager Options and Interfaces function to use additional descriptions, you can enter 10 lines of information.
GL Desc (A25)	If you elected in the Resource Manager Options and Interfaces function to post summary information to General Ledger, this field is skipped.

Field	Description
	If you elected in the Resource Manager Options and Interfaces function to post detailed information to General Ledger, enter a description to identify the transaction, or press **Enter** to skip this field. If Accounts Payable is interfaced with General Ledger, the description you enter appears in the Description column of the GLJRxxx (Journal) file when you post the transaction. (If you do not enter a description, the invoice number and the item description appear in the Description column of the GLJRxxx file when you post the transaction.)
Job ID (A6)	Enter the ID of the job affected by the purchase, or press **Enter** to skip this field. (The **Inquiry** command is available if Accounts Payable is interfaced with Job Cost.) If Accounts Payable is interfaced with Job Cost, the description of the job appears for verification when you enter a job ID.
Phase ID (A6)	If you entered a job ID, enter the ID of the phase (cost center) affected by the purchase, or press **Enter** to skip this field. (The **Inquiry** command is available if Accounts Payable is interfaced with Job Cost.)
Cost Code	If you entered a job ID and Accounts Payable is interfaced with Job Cost, enter a cost code. If you entered a job ID and Accounts Payable is not interfaced with Job Cost, enter a cost code, or press **Enter** to skip this field.
GL Account (A12)	If Accounts Payable is interfaced with Job Cost and you entered a job ID, the WIP account from the DFxxxx table is displayed. If Accounts Payable is not interfaced with Job Cost or you did not enter a job ID, the account number is selected in this order of precedence: If you assigned an account number in the vendor's record, that number is displayed.

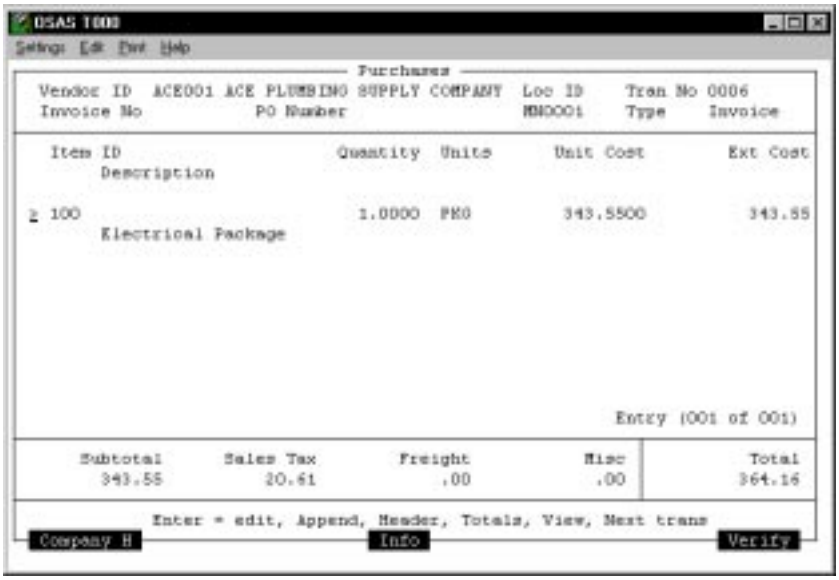
Field	Description
	If you entered an item ID, the inventory account from the item record is displayed. If the line is for a noninventory item, the inventory account from the DFxxxx table is displayed. Accept the displayed account number, or enter a different account number. (The **Inquiry** command is available if Accounts Payable is interfaced with General Ledger.)
Tax Class (A2)	The tax class you assigned in the vendor record is displayed. Accept it, or enter a different tax class.
Quantity	Enter the number of units of the purchased item.
Units (A5)	Enter a valid alternate unit of measure. If you are purchasing an item that is not kept in inventory, enter the unit of measure by which you purchase the item; for example, you might enter **DZ** if you measure the item by the dozen.
Unit Cost	Accept the displayed amount you paid for each item, or enter a different amount. The Unit Cost field on the Purchases line-item entry screen is updated by the average of the unit costs you enter; the Ext Cost field on the Purchases line-item entry screen is updated by the total of the unit costs you enter.
Ext Cost	If the line is for a noninventory item, enter the extended cost of the line.

After you save the line-item entry information (**PgDn**), enter another line item, or exit to the Purchases screen.

When you save the first line item, the totals are updated and your entries are saved. You cannot use the **Abandon** (**F5**) command to cancel the purchase. You can delete the entire purchase by using the **Delete** (**F3**) command on the header screen.

Purchases Screen

When you exit from the line-item entry screen, the Purchases screen appears.


DSAS T000
Settings Edit Print Help
Purchases
Vendor ID ACE001 ACE PLUMBING SUPPLY COMPANY Loc ID Tran No 0006
Invoice No PO Number MN0001 Type Invoice
Item ID Quantity Units Unit Cost Ext Cost
Description
> 100 1.0000 PKG 343.5500 343.55
Electrical Package
Entry (001 of 001)
Subtotal Sales Tax Freight Misc Total
343.55 20.61 .00 .00 364.16
Enter = edit, Append, Header, Totals, View, Next trans
Company H
Info
Verify

The Purchases screen is divided into these sections:

- Information from the header screen is summarized at the top of the screen.
- The line-item entry area or the line-item scroll region is displayed in the middle of the screen.
- The totals are displayed at the bottom of the screen.

Enter = edit, Append, Header, Totals, View, Goto, Next trans

To edit a line item, move the prompt (>) to the line and press **Enter**. To append a line item to the transaction, press **A**. Then see **Purchases Line-Item Entry Screen** earlier in this section.

To return to the header screen, press **H**. When you return to the header screen, you do not lose the line-item and totals entries because you already saved them.

To go to the Totals/Payments window, press **T**. Then see **Purchases totals** below.

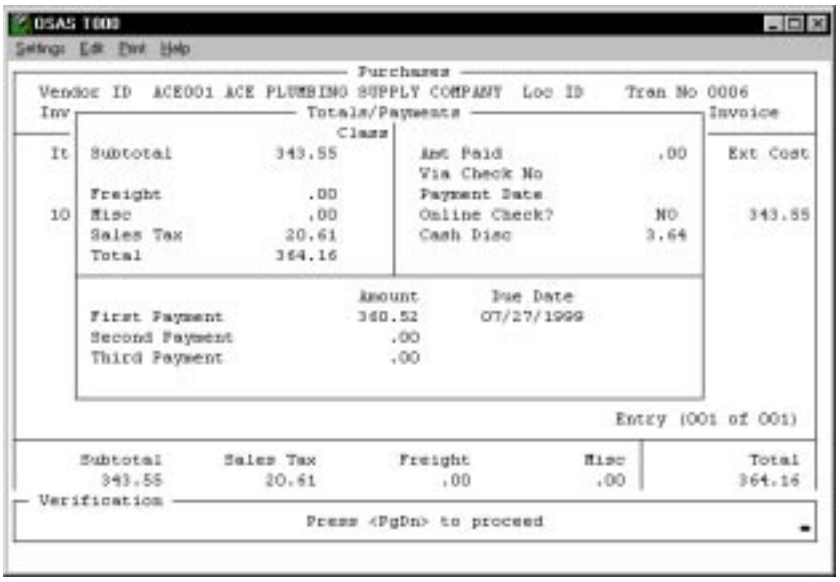
To look at an expanded summary of the line item, move the prompt (>) to the line item, and press **V**. Additional information about the line item, such as the general ledger account and description, quantity purchased, and cost information, appears on the View Line screen. Press any key to return to the Purchases screen.

To go directly to a particular line item, press **G**. Then enter the line number. (This command appears only if there is more than one screen of line items.)

To finish with the transaction on the screen and move to a blank header screen to enter a new transaction, press **N**. Then see **Purchases Header Screen** earlier in this section.

Purchases totals

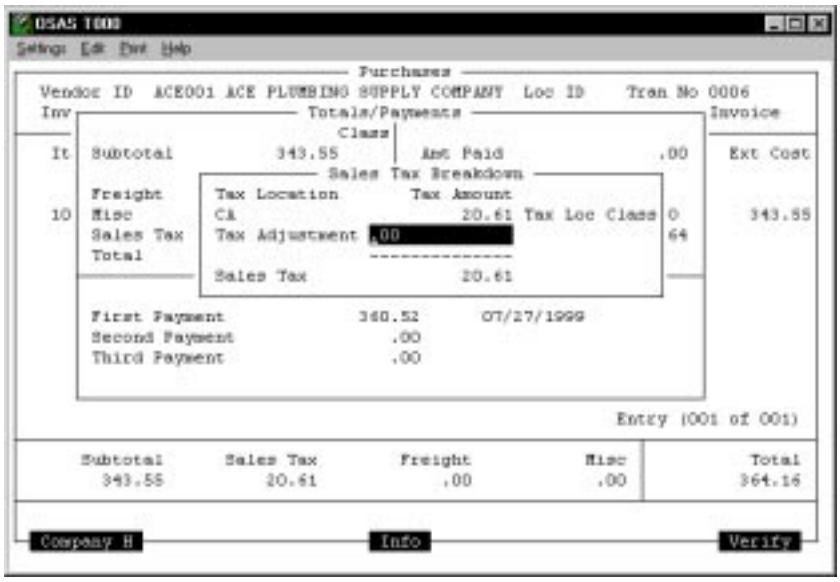
When you press **T** to work with the transaction totals, press **N** to enter another transaction, or exit from the Transactions function, the Totals/Payments window appears.



If you pressed **T** to work with the transaction totals, you can enter information in only the Sales Tax, Freight, and Misc fields.

Field	Description
Subtotal	The subtotal of all the line items is displayed.
Freight	Enter the shipping charges and the tax class the charges should be applied to.
Misc	Enter the miscellaneous charges (for example, handling) if the vendor added some. Then enter the tax class the miscellaneous charges should be applied to.

Field	Description
Sales Tax	Enter the sales tax from the vendor's invoice. If you enter a sales tax that is different from the calculated amount, a window appears:



Field	Description
Tax Location	The tax location for the transaction is displayed.
Tax Amount	The tax amount for each location is displayed.
Tax Adjustment	Accept the displayed sales tax adjustment, or enter a different amount.
Tax Loc (A6)	Enter the tax location for the adjustment.
Class (A2)	Accept the displayed tax class, or enter a different tax class.

After you enter the tax class, the cursor returns to the Totals/Payments window.

Field	Description
Total	The total amount of the invoice (the subtotal plus the sales tax and freight and miscellaneous charges) is displayed.
Amt Paid	If you prepaid a portion of the purchase, enter the amount.
Via Check No	If you entered a prepayment, enter the number of the check you used, or press **Enter** if you paid cash—*CASH* appears.
Payment Date	Enter the date of the prepayment.
Online Check?	You cannot use this field if you did not elect to use online checks in the Resource Manager Options and Interfaces function or if the prepayment was for cash. If you want to produce an online check, enter **Y**; if not, enter **N**.
Cash Disc	If you entered a discount percentage on the Purchases header screen, the amount of the discount is displayed; if not, *.00* is displayed. Accept the displayed discount, or enter a different discount. The discount is based on your inclusion/exclusion selections in the DISCxxx table, page 10-29. If you did not set up a DISCxxx table, the amount the discount is calculated from includes sales tax and freight and miscellaneous charges.
First Payment Amount	Accept the first displayed payment (the purchase total minus the prepayment and cash discount), or enter a different amount (it must be less than the purchase total). If you change the amount of the first payment, the remaining payment appears in the Second Payment field.
First Payment Due Date	If you entered discount terms on the header screen, the first due date is calculated from the number of due days you entered in the Terms Codes function. Accept the displayed date, or enter a different date.

Field	Description
Second Payment Amount	If you changed the amount of the first payment, the second payment (the purchase total minus the prepayment, cash discount, and first payment) is displayed. Accept it, or enter a lower amount. If you change the amount of the second payment, the remaining payment appears in the Third Payment field.
Second Payment Due Date	Enter the date the second payment is due.
Third Payment Amount	If you entered an amount for the first and second payments, the remaining payment is displayed. If you need to split an invoice into more than three payments, post the purchases. Then use the Hold/Release Invoices function, page 9-5, to split it further.
Third Payment Due Date	Enter the date the third payment is due.

When you approve the totals (**PgDn**), one of several things can happen, depending on what you enter or which options you elected:

- If you elected to print an online check, you are prompted to print it.
- If you pressed **T** to work with the transaction totals, you are returned to the Purchases screen.
- If you pressed **N** to enter another transaction, the Totals screen reappears so that you can confirm your entries.
- If you exited from the Transactions function, the Daily Work menu appears.

Copy Recurring Entries

Use the Copy Recurring Entries function to copy entries from the APRHxxx and APRLxxx (Recurring Entries) files to the APTDxxx and APTHxxx (Transaction) files when the recurring entries come due. Use the run codes and cutoff dates that you set up in the Recurring Entries function to copy the batches according to your schedule. After you copy an entry, it is treated like another transaction. When the APTDxxx and APTHxxx files are posted, the entries are moved to the APINxxx (Open Invoice) file.

Before you copy recurring entries, produce the Recurring Entries List, page 11-13, and back up your files.

If you are using Accounts Payable on a multiuser system, make sure that no one else is using the Recurring Entries function. You cannot copy recurring entries until the other users exit from that function.

Copy Recurring Entries Screen

Select **Copy Recurring Entries** from the Daily Work menu. The function screen appears.

1. Enter the run codes whose recurring entries you want to copy (N2).

2. Press **Enter** to copy the entries to the displayed period, or enter a different period.

3. When you entered recurring entries, you might have entered cutoff dates for them. Accept the system date as the cutoff date, or enter a different date. Entries that have cutoff dates before the date you enter here will not be copied to the APTDxxx and APTHxxx files.

The report shows the total amount of recurring entries that were copied to the APTDxxx and APTHxxx files, and a log of errors (such as a recurring entry for a vendor whose record has been deleted from the APVExxx file) is produced.

After the report is produced, the Daily Work menu appears.

Purchases Journal

Print the Purchases Journal to check for mistakes and omissions and to use as an audit trail of purchasing transactions. The journal is helpful when you want to reconstruct events for a particular period of time. If you find incorrect transactions in the Purchases Journal, use the Transactions function to edit or delete them.

Produce the Purchases Journal before you post transactions.

Purchases Journal Screen

Select **Purchases Journal** from the Daily Work menu. The function screen appears

1. Enter the range of vendor IDs you want in the journal (A6).

2. Select the amount of detail you want in the journal: line-item detail or invoice totals.

3. Select the option by which to organize the journal.
4. Select the output device.

A sample Purchases Journal is at the end of this section.

After the journal is produced, the Daily Work menu appears.

Purchase Journal

```
12/06/1999                                  Builders Supply                                  Page   1
1:34 PM                                     Purchases Journal
                                  Detail by Transaction Number

Vendor  Tran. Inv. No. Tax Class  GL Per. Acct.  Cost  Job   Loc. ID, Item ID                    Units     Quantity      Amount
Tax Grp. Ent. PO Number  Date     Description    Code  Phase Item Description
-------------------------------------------------------------------------------------------------------------------------------

ACE001  0001 30896     03          12 104000           MN0001 100                              PKG        5.0000     1717.75
        001            12/21/1999                     Electrical Package
ACE001  0001 30896     03          12 104000           MN0001 150                              PKG        6.0000     5445.18
        002            12/21/1999                     Plumbing Package
ACE001  0001 30896     03          12 104000           MN0001 400                              PKG        5.0000     4278.05
        003            12/21/1999                     Interior Materials
ACE001  0001 30896     03          12 104000           MN0001 250                              CS         3.0000     4028.61
        004            12/21/1999                     Exterior Panels

ACE001  ACE PLUMBING SUPPLY COMPANY          Amount          Sales Tax          Freight          Misc.          Total     Prepaid
CA      0001 30896                 12        15469.59          928.18              .00            .00       16397.77         .00
        TOT            12/21/1999           Discount          Amount 1   Date 1   Amount 2   Date 2   Amount 3   Date 3
1099? N      Check No.                         163.98        16233.79   12/31/1999

ELL001  0002 57001     03          12 104400           CA0001 100                              PKG        5.0000     1740.29
        001  1323      12/21/1999                     Electrical Package

ELL001  ELLIS ELECTRICAL SUPPLY              Amount          Sales Tax          Freight          Misc.          Total     Prepaid
CA      0002 57001                 12        1740.29           104.42              .00            .00        1844.71         .00
        TOT  1323      12/21/1999           Discount          Amount 1   Date 1   Amount 2   Date 2   Amount 3   Date 3
1099? N      Check No.                          36.89         1807.82   12/31/1999

TIM001  0003 41067     03          12 104400           MN0001 400                              PKG        7.0000     5989.27
        001            12/21/1999                     Interior Materials
TIM001  0003 41067     03          12 104400           MN0001 450                              EA         3.0000      483.42
        002            12/21/1999                     Slide by Window 24" x 40"
TIM001  0003 41067     03          12 104400           MN0001 460                              EA         8.0000     1411.76
        003            12/21/1999                     Slide by Window 30" X 40"
TIM001  0003 41067     03          12 104400           MN0001 550                              PKG        1.0000     1036.10
        004            12/21/1999                     Millwork Package

TIM001  TIMBERLAND WINDOWS, INC              Amount          Sales Tax          Freight          Misc.          Total     Prepaid
CA      0003 41067                 12        8920.55           535.25              .00            .00        9455.80         .00
        TOT            12/21/1999           Discount          Amount 1   Date 1   Amount 2   Date 2   Amount 3   Date 3
1099? Y      Check No.                         189.12         9266.68   12/31/1999
```

Miscellaneous Debits Journal

Print the Miscellaneous Debits Journal to check for mistakes and omissions and to use as an audit trail of debits not directly related to purchases. The journal is helpful when you want to reconstruct events for a particular period of time. It complements the Purchases Journal; together they provide an overall view of how your money was spent.

If you find incorrect transactions in the Miscellaneous Debits Journal, use the Transactions function to edit or delete them.

Produce the Miscellaneous Debits Journal before you post transactions.

Miscellaneous Debits Journal Screen

Select **Miscellaneous Debits Journal** from the Daily Work menu. The function screen appears.

1. Enter the range of vendor IDs you want in the journal (A6).

    1. Select the amount of detail you want in the journal: line-item detail or miscellaneous debit totals.

    2. Select the option by which to organize the journal.

    3. Select the output device.

A sample Miscellaneous Debits Journal is at the end of this section.

After the journal is produced, the Daily Work menu appears.

Miscellaneous Debits Journal

```
05/31/1999                                  Builders Supply                                  Page    1
12:21 PM                                Miscellaneous Debits Journal
                                      Detail by Transaction Number

Vendor  Tran. Invoice No.                GL Per. Acct.  Cost     Job    Loc. ID, Item ID                    Amount
ID      Ent.  PO Number   Date           Description    Code     Phase  Item Description

ACE001  0004  8665                  12 104000                   MN0001 150                  PKG     35.0000   33498.15
        001   3123        12/14/1999                            PLUMBING PACKAGE
ACE001  0004  8665                  12 104000                   MN0001 200                  PKG     50.0000    7958.00
        002   3123        12/14/1999                            HEATING/COOLING PACKAGE

ACE001  ACE PLUMBING SUPPLY COMPANY          Amount      Sales Tax          Freight          Misc.      Total    Prepaid
        0004  8665                  12       41456.15    2487.37            .00              .00     43943.52        .00
        TOT   3123        12/14/1999         Discount    Amount 1   Date 1  Amount 2  Date 2  Amount 3  Date 3
10997 N                                         .00
                                    ========== ========== ======= ======== ======= ========== ======= ========
GRAND TOTAL                                  41456.15    2487.37            .00              .00     43943.52        .00

                End of Report
```

Daily Sales Tax Report

Use the Daily Sales Tax Report to print and review the current taxes for each tax location in your tax groups.

Daily Sales Tax Report Screen

Select **Daily Sales Tax Report** from the Daily Work menu. The function screen appears.

OSAS T000
Settings Edit Font Help
Daily Sales Tax Report
Pick Tax Group ID From CA
Thru CA
Output device - (P)rinter p(R)eview (F)ile (S)creen (M)ail

1. Enter the range of tax group IDs you want in the report.
2. Select the output device.

A sample Daily Sales Tax Report is at the end of this section.

After the report is produced, the Daily Work menu appears.

Daily Sales Tax Report

```
05/31/1999                                  Builders Supply                                  Page    1
1:12 PM                                Daily Sales Tax Report
                                            By Tax Group

                                                                        ------GL Accounts------ ---- Tax -----
Tax Loc. Description                  Tax Auth. Tax ID                  Expense    Refundable  Freight? Misc.?
-------------------------------------------------------------------------------------------------------------
CAR     California - Resale           CA     45-983458923                                      NO       NO

                    ---Percent---
Class Description     Tax    Ref.     Taxable    Nontaxable    Calculated        Paid    Over/Short    Refundable
-------------------------------------------------------------------------------------------------------------
00 Consumer Goods   6.000   .000     35731.82        642.00       2143.91                                  .00
01 Resale Sales      .000   .000          .00           .00           .00                                  .00
02 Exempt Sales      .000   .000          .00           .00           .00                                  .00
03 Ind/Agr Prod.    6.000   .000          .00           .00         41.22                                  .00
04 Interstate Comm  8.000   .000          .00           .00           .00                                  .00
05 Motor Vehicles    .000   .000          .00           .00           .00                                  .00
06 Food Products     .000   .000          .00           .00           .00                                  .00
07 Clothing          .000   .000          .00           .00           .00                                  .00
08 Gasoline          .000   .000          .00           .00           .00                                  .00
09 Services          .000   .000          .00           .00           .00                                  .00
-------------------------------------------------------------------------------------------------------------
TOTAL FOR LOCATION CAR                 36418.92        642.00       2185.13       2185.13         .00        .00

                                      Taxable    Nontaxable    Calculated          Paid  Over/(Short)    Refundable
=============================================================================================================
GRAND TOTAL                           36418.92        642.00       2185.13       2185.13         .00        .00

End of Report
```

Post Transactions

When you post transactions, the purchases and miscellaneous debit entries are moved from the APTDxxx and APTHxxx (Transaction) files to the APINxxx (Open Invoice) file, and the purchase order number is saved in the APIXxxx (Open Invoice Additional Information) file. Detail (line-item) information about the transactions is not transferred to the APINxxx file; the system keeps only the summary information (totals) necessary to prepare and print checks.

Posting transactions also updates the amount due, the amount prepaid, and the purchase and payment history fields in the APVExxx (Vendor) file and clears the APTDxxx and APTHxxx files for the next group of transactions.

If you keep transaction history, line-item information updates the APHIxxx (Detail History) file, and totals update the APHSxxx (Summary History) file.

Note

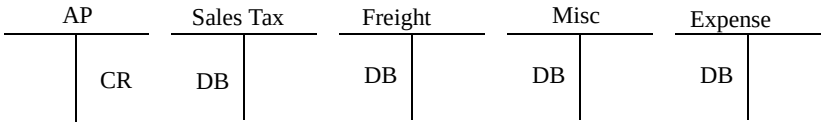
If Accounts Payable is not interfaced with General Ledger, you must select the year you are posting transactions for. If Accounts Payable is interfaced with General Ledger, the year you selected in the Purchases Journal is displayed. If Accounts Payable is interfaced with Inventory and you entered the wrong year, delete all the transactions and reenter them.

Interfaces

General Ledger

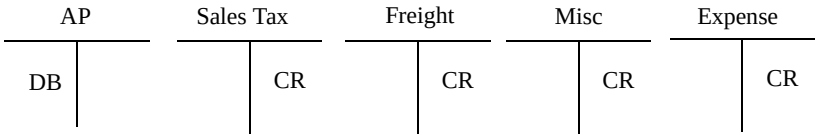
If Accounts Payable is interfaced with General Ledger, debit and credit entries are created in the GLJRxxx (Journal) file. If you post detail (line-item) information, entries are made for each line item. If you post summary (totals) information, one entry is made for each account.

When you post purchases, entries are made to several accounts:



You specify the expense account(s) when you enter purchases. You set up the other accounts through the Distribution Codes function.

When you post miscellaneous debits, entries are made to these accounts:



You specify the expense account(s) when you enter miscellaneous debits. You set up the other accounts through the Distribution Codes function.

Job Cost

If Accounts Payable is interfaced with Job Cost, the cost information in the JOHIxxx (Detail History) file is automatically updated, and the JOBSxxx (Jobs) file is optionally updated when you post.

Inventory

If Accounts Payable is interfaced with Inventory and you have elected to post material requisition credits to inventory item accounts in the Resource Manager Options and Interfaces function, inventory item accounts and the item locations record are credited.

Tax Refundables

If you set up the taxable percentages for refundables and refundable percentages in the Resource Manager Tax Locations function, entries are made to these accounts when you post in detail:

Sales Tax		Tax Refundable
DB	CR	DB

When you post in summary, entries are made to these accounts:

Sales Tax	Tax Refundable
DB	DB

Entries made to the sales tax and tax refundable accounts replace the entry to the sales tax account for purchases or miscellaneous debits.

Before Posting

Before you post, do the following things:

- If you have a multiuser system, make sure that no one else is using the Accounts Payable system. You cannot post if someone else is using Accounts Payable functions.
- Print the Purchases Journal, page 5-21.
- Print the Miscellaneous Debits Journal, page 5-25.
- Back up all the data files.

The information in the Purchases Journal and the Miscellaneous Debits Journal comes from the APTDxxx and APTHxxx files. Posted entries are cleared from these files to make room for the next group of entries. Because you cannot reconstruct the journals after you post, printing them before you post is important.

Backing up your data files before you post is an important practice. Unforeseen problems, such as a power surge or failure, can interrupt the post and result in the loss of data.

Post Transactions Screen

Select **Post Transactions** from the Daily Work menu. The function screen appears.

1. If you have entered and reviewed the accounts payable transactions, enter **Y**; if not, enter **N**. If you enter N, you are prompted to return to the Daily Work menu.

2. If you have produced the Purchases Journal and the Miscellaneous Debits Journal and backed up the data files, enter **Y**; if not, enter **N**. If you enter N, you are prompted to return to the Daily Work menu.

3. If you want to post all invoices as held, enter **Y**; if not, enter **N**. If you enter Y, use the Hold/Release Invoices function, page 9-5, to release each invoice for payment individually. If you enter N, use the Hold/Release Invoices function to hold individual invoices.

4. If Accounts Payable is not interfaced with General Ledger or if you have not created last-year data in General Ledger, *1* is displayed in the Post To field

   If Accounts Payable is interfaced with General Ledger, the information you post defaults to the field you selected when you started the transaction.

5. Select the output device.

A sample posting log is at the end of this section.

After posting is completed and the log is printed, the Daily Work menu appears.

Transaction Posting Log

```
12/12/1999                          Builders Supply                          Page
1
11:01 AM                          Post Accounts Payable

Amount posted to open invoice file                1326.14
                    Vendor file                   1326.14

12/12/1999                          Builders Supply                          Page
2
11:01 AM                          Post Accounts Payable

Amount posted to GL period 12     GL Account        Debit         Credit

  1       Electrical Packa        104000           343.55
  1       Plumbing Package        104000           907.53
  Tax loc CA cls 03               806000            75.06
  AP                              200000                         1326.14

  Balance                                         1326.14        1326.14

Amount posted to jobs file.                .00

Amount posted to history file.             1326.14

                End of Report
```

Material Requisitions 6

Enter Material Requisitions	6-3
Print Material Requisitions	6-13
Material Requisitions Journal	6-17
Backorder Allocation Report	6-21
Post Material Requisitions	6-25

Enter Material Requisitions

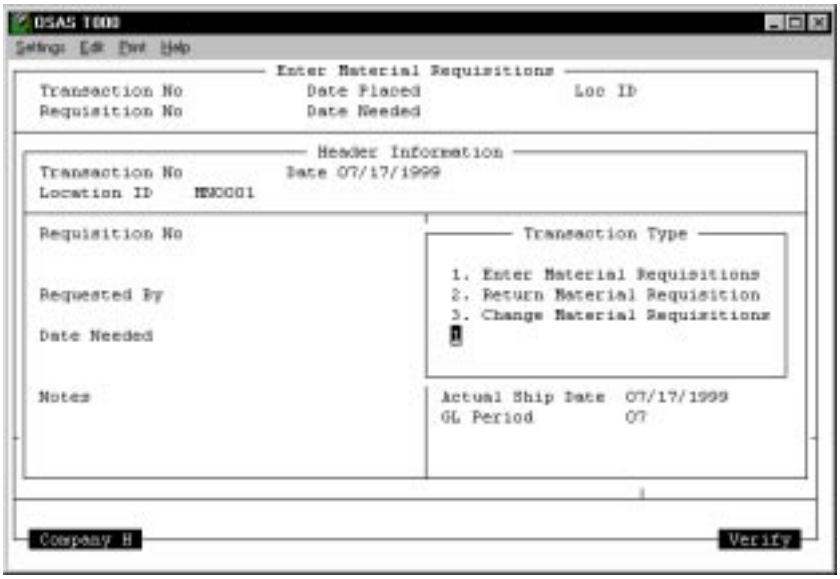
Use the Enter Material Requisitions function to remove items from inventory that are to be used internally or for jobs. If you do not have enough items to fill a material requisition, you can enter a backorder quantity. The requisition stays on file until the entire requisition has been filled.

You can also use the Enter Material Requisitions function to return material requisitions or to change a requisition.

To find out which backorders you can fill, produce the Backorder Allocation Report, page 6-21. Then use the Change Material Requisitions option (see below) to fill backordered requisitions.

Material Requisitions Menu

Select **Enter Material Requisitions** from the Material Requisitions menu. A menu appears.



Select the type of transaction you want to work with:

1 enter material requisitions
2 enter returned material requisitions
3 change or delete material requisitions

You cannot use the Change Material Requisitions option to change posted requisitions, returned or otherwise. To reverse incorrect requisitions, use the Return Material Requisition option. To reverse incorrect returned requisitions, use the Change Material Requisitions option.

Before you change or delete material requisitions, produce the Material Requisitions Journal so that you have the correct transaction numbers. After you edit or delete requisitions, produce the journal again so that the audit trail is accurate.

Material Requisitions Header Screen

After you make your selection from the Material Requisitions menu, the header screen appears

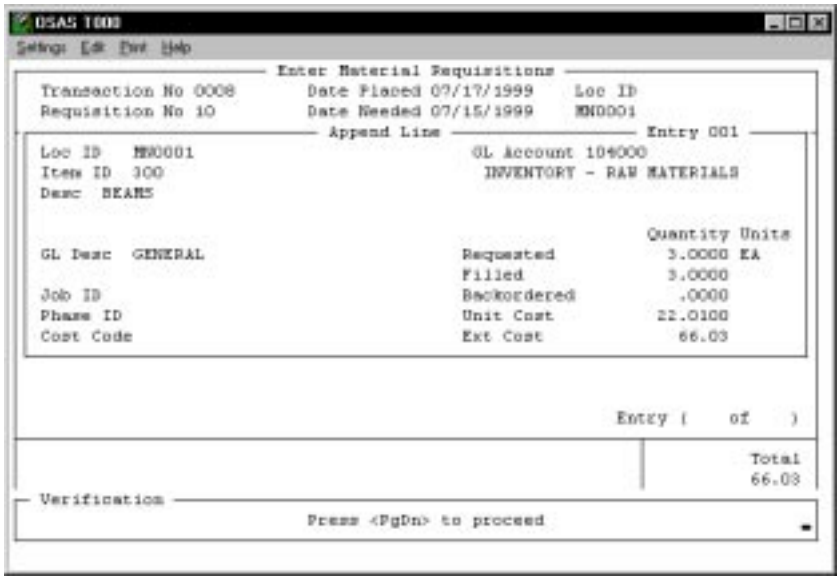
Field	Description
Transaction No (N4)	When you enter or return material requisitions, the system assigns a unique number to each transaction. You cannot give two material requisitions the same number; entering an existing number indicates that you want to change a requisition. To change a material requisition, enter the number of the material requisition. To delete the entire material requisition, use the **Delete** (**F3**) command.
Date	If you are using the first requisition in a group, the system date is displayed; otherwise, the date you assigned to the last requisition is displayed. Accept the displayed date, or enter a different requisition date.

Field	Description
Location ID (A6)	If you entered a default location ID when you set up the company, the ID is displayed. To change the location ID, use the up-arrow key to move the cursor to this field. Then enter the ID of the location you are removing the items from. The description of the location appears for verification. If you did not enter a default location ID, enter the ID of the location where the inventory items are stored.
Requisition No (A8)	Enter the requisition number or a different code to identify the material requisition.
Requested By (A20	Enter the name of the person requesting the items.
Date Needed	Enter the date the items are needed. If you are returning material requisitions, enter the date the items were removed from the location or a different date to identify the returned requisition.
Notes (A35 each)	Enter miscellaneous information about the requisition. You can enter two lines of notes.
Ship to (A6)	This field is used by the Purchase Order system. Enter a ship-to address code, or press **Enter** to skip this field. If you enter a code, enter the shipping address; you can enter 30 characters for each of the four following lines.
Ship Via (A20)	Enter the shipping method, or press **Enter** to skip this field.
Actual Ship Date	If you have filled some or all of the requisition, enter the date the requisition was filled. If you are returning a requisition, enter the date the items were returned.
GL Period	Press **Enter** if you want to post the requisition to the displayed period, or enter a different period.

When you save the header information (**PgDn**), the line-item entry screen appears.

Material Requisitions Line-Item Entry Screen

The Material Requisitions line-item entry screen appears only if no line items are associated with the material requisition.



Field	Description
Loc ID (A6)	The location ID you entered on the header screen is displayed. To change it, use the up-arrow key to go to this field. Then enter a different location ID.
Item ID (A20)	Enter the number of the item you are requisitioning, or press **Enter** to skip this field.
Desc (A35 each line)	Enter a description of the item.
GL Desc (A25)	If you elected in the Resource Manager Options and Interfaces function to post summary information to General Ledger, this field is skipped.

Field	Description
	If you elected in the Resource Manager Options and Interfaces function to post detailed information to General Ledger, enter a description to identify the requisition, or press **Enter** to skip this field. If Accounts Payable is interfaced with General Ledger, the description you enter appears in the Description column of the GLJRxxx (Journal) file when you post the material requisition.
Job ID (A6)	Enter the ID of the job affected by the requisition, or press **Enter** to skip this field. (The **Inquiry** command is available if Accounts Payable is interfaced with Job Cost.) If Accounts Payable is interfaced with Job Cost, the description of the job appears for verification when you enter a job ID.
Phase ID (A6)	If you entered a job ID, enter the ID of the phase (cost center) affected by the requisition, or press **Enter** to skip this field. (The **Inquiry** command is available if Accounts Payable is interfaced with Job Cost.)
Cost Code	If you entered a job ID and Accounts Payable is interfaced with Job Cost, select a cost code. If you entered a job ID and Accounts Payable is not interfaced with Job Cost, enter a cost code, or press **Enter** to skip this field.
GL Account (A12)	If Accounts Payable is interfaced with Job Cost and you entered a job ID, the WIP account from the DFxxxx table is displayed. If Accounts Payable is not interfaced with Job Cost or if the line is for a noninventory item, the inventory account from the DFxxxx table is displayed. Accept the displayed account number, or enter a different account number. (The **Inquiry** command is available if Accounts Payable is interfaced with General Ledger.)
Quantity Requested	Enter the number of units of the item you are requesting.

Field	Description
Units (A5)	Enter a valid alternate unit of measure. If you are requesting an item that is not kept in inventory, enter the unit of measure for the item; for example, you might enter **DZ** if you measure the item by the dozen.
Quantity Filled	Enter the number of units of the item you received. If you are changing a requisition, the number of units you entered is displayed and you cannot change it.
Quantity	Enter the number of units that are backordered.
Backordered	The requisition remains open until the backorder quantity is zero. If you are changing a requisition, you cannot change this field. You cannot enter a backorder quantity greater than the quantity still on demand (the quantity requested minus the quantity filled).
Unit Cost	Accept the displayed amount, or enter a different amount.
Ext Cost	If the line is for a noninventory item, enter the extended cost of the line.
Total	The total amount of the items is displayed at the bottom of the screen.

After you save the line item (**PgDn**), enter another line item, or exit to the Material Requisitions screen.

When you save the first line item, the totals are updated and your entries are saved. You cannot use the **Abandon** (**F5**) command to cancel the purchase. You can delete the entire purchase by using the **Delete** (**F3**) command on the header screen.

Material Requisitions Screen

When you exit from the line-item entry screen, the Material Requisitions screen appears.

The Material Requisitions screen is divided into these sections:

- Information from the header screen is summarized at the top of the screen.
- The line-item entry area or the line-item scroll region is displayed in the middle of the screen.
- The requisitions totals are displayed at the bottom of the screen.

Enter = edit, Append, Header, View, Online, Goto, Next trans

To edit a line item, move the prompt (>) to the line and press **Enter**. To append a line item to the transaction, press **A**. Then see **Material Requisitions Line-Item Entry Screen** earlier in this section.

To return to the header screen, press **H**. When you return to the header screen, you do not lose the line-item and totals entries because you already saved them.

To look at an expanded summary of the line item, move the prompt (>) to the line item, and press **V**. Additional information about the line item, such as the general ledger account and description, quantity purchased, and cost information, appears on the View Line screen. Press any key to return to the Material Requisitions screen.

To send an online instruction to produce the material requisition, press **O**. Select the output device. After the requisition is produced, you are returned to the Material Requisitions screen.

To go directly to a particular line item, press **G**. Then enter the line number. (This command appears only if there is more than one screen of line items.)

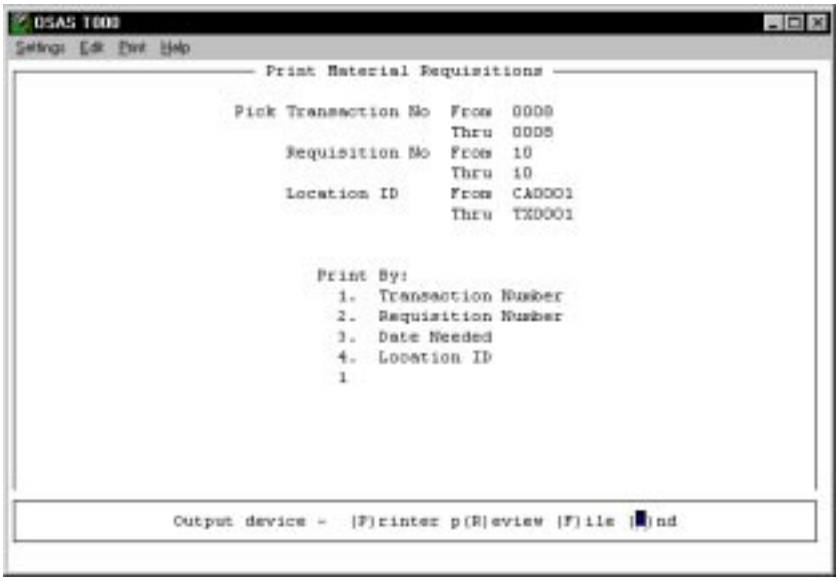
To finish with the material requisition on the screen and move to a blank header screen to enter a new material requisition, press **N**. Then see **Material Requisitions Header Screen** earlier in this section.

Print Material Requisitions

Use the Print Material Requisitions function to print material requisition forms or to print material requisitions on 8½-by-11-inch paper.

Print Material Requisitions Screen

Select **Print Material Requisitions** from the Material Requisitions menu. The function screen appears.



1. Enter the transaction numbers you want to assign to forms.
2. Enter the requisition numbers you want to assign to forms.
3. Enter the location IDs you want to assign to forms.
4. Select the option by which to organize the forms.

If you order items from several locations on a requisition and you want to print a separate form for each location, you must organize the requisitions by location ID.

5. Select the output device.

A sample material requisition form is at the end of this section.

After the forms are produced, the Material Requisitions menu appears.

Sample Material Requisition Form

If you organize the requisitions by transaction number, requisition number, or date the items are needed, the location ID is listed next to the item number for each line item. The sample requisition is organized by location ID, so the location information is listed near the top of the requisition instead of being listed for each line item.

Material requisition

```
MATERIAL REQUISITION          Requisition
                                Number                          Page    1
                               MR10

                              Date Needed
                              12/28/1999
-------------------------------------------------------------------------------
Order Date   Ordered By              Ship Via
12/14/1999                          UPS
-------------------------------------------------------------------------------
     Ship From:                              Ship To:
          Loc. ID  MN0001
          MINNEAPOLIS WAREHOUSE
          453 LAKE DRIVE


          MINNEAPOLIS     MN US 55355

     LOST IN TRANSIT

===============================================================================
Line Item/             Loc. ID Units   Unit Cost/        Filled/   Backordered
     Description                     Extended Cost      Requested
-------------------------------------------------------------------------------


001 100                 MN0001 PKG      1580.4400        20.0000       10.0000
    ELECTRICAL PACKAGE                   31608.75        30.0000
002 450                 MN0001 EA        157.5300        15.0000         .0000
    SLIDE BY WINDOW 24" x 40"             2362.98        15.0000
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
                          TOTAL =       27686.76
===============================================================================
```

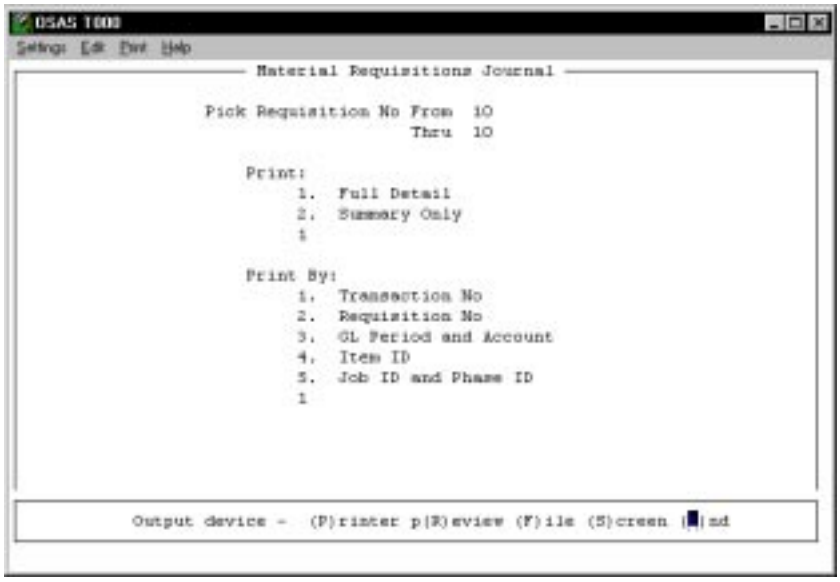
Material Requisitions Journal

Print the Material Requisitions Journal before you post requisitions to check for mistakes and omissions and to use as an audit trail of material requisitions and returned material requisitions. If you find incorrect material requisitions in the Material Requisitions Journal, use the Change Material Requisitions option in the Enter Material Requisitions function, page 6-3, to edit or delete them.

You cannot post material requisition credits to inventory item accounts if you did not elect that option in the Resource Manager Options and Interfaces function.

Material Requisitions Journal Screen

Select **Material Requisitions Journal** from the Material Requisitions menu. The function screen appears.



1. Enter the range of material requisitions you want in the journal (A8).

2. Select the amount of detail you want in the journal: line items or only the header information and totals.

3. Select the option by which to organize the journal.

4. Select the output device.

A sample Material Requisitions Journal is at the end of this section.

After the journal is produced, the Material Requisitions menu appears.

Material Requisitions Journal

```
05/31/1999                                  Builders Supply                                  Page    1
1:22 PM                                Material Requisitions Journal
                                       Detail by Transaction Number

                                                                                          ---Quantity---
Tran. Ent. St. Req. No.  -- Date --    GL Per. Acct.    Cost  Job   Loc. ID, Item ID      Units      Filled
Amount                   Placed        Ship-to Needed   Description      Code  Phase  Item Description          Backordered
-------------------------------------------------------------------------------------------------------------------------
-------

0001  001  MR  MR10      12/14/1999 12  104400                         MN0001  100                    PKG      20.0000    31608.75
                         12/28/1999                                     ELECTRICAL PACKAGE                      10.0000
0001  002  MR  MR10      12/14/1999 12  104400                         MN0001  450                    EA       15.0000     2362.98
                         12/28/1999                                     SLIDE BY WINDOW 24" x 40"               .0000
0001  TOT  MR  MR10      12/14/1999 12                                                                            33971.73
                         12/28/1999

0002  001  MR  MR11      12/14/1999 12  501000                         MN0001  550                    PKG      201.0000    36909.51
                         12/27/1999                                     MILLWORK PACKAGE                        .0000
0002  TOT  MR  MR11      12/14/1999 12                                                                            36909.51
                         12/27/1999

0003  001  MR  MR12      12/14/1999 12  104400                         MN0001  100                    PKG      .0000          .00
                         12/14/1999                                     ELECTRICAL PACKAGE                      40.0000
0003  002  MR  MR12      12/14/1999 12  104400                         MN0001  400                    PKG      30.0000     8815.82
                         12/14/1999                                     INTERIOR MATERIALS                      .0000
0003  TOT  MR  MR12      12/14/1999 12                                                                            8815.82
                         12/14/1999

0005  001  RET MR1       12/14/1999 12  501000                         MN0001  650                    PKG      2.0000     27686.76-
                         12/15/1999                                     STEEL SUPPORTS                          .0000
0005  TOT  RET MR1       12/14/1999 12                                                                            27686.76-
                         12/15/1999

0008  001  MR  0010      05/31/1999 05  1044400                        MN0001  300                    EA       3.0000         66.78
                         07/15/1999 GENERAL                             BEAMS                                   .0000

                                        Mat. Inventory     Mat. Misc.      SUBTOTAL
                                        ----------------------------------------------
REQUISITION TOTAL                          79763.84             .00      79763.84
RETURN TOTAL                               27686.76-            .00      27686.76-
                                        ==============================================
GRAND TOTAL                                52077.08             .00      52077.08

                End of Report
```

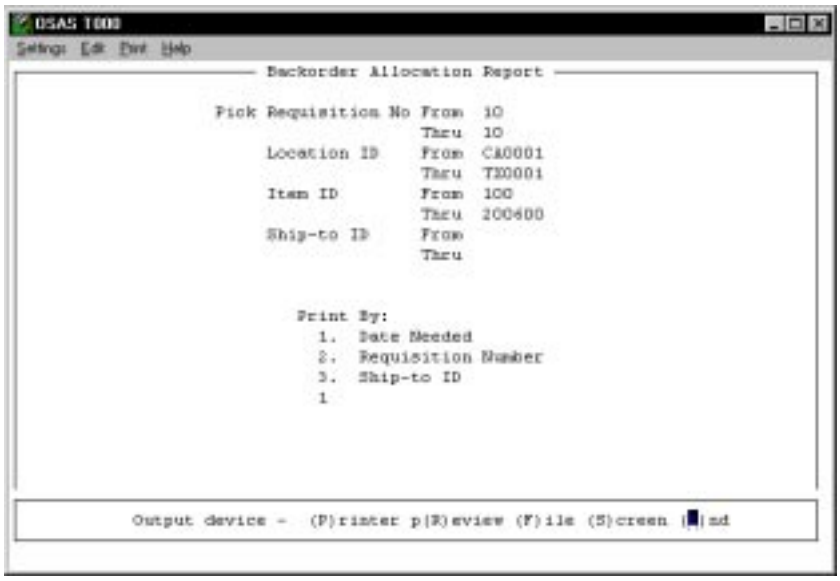
Backorder Allocation Report

Produce the Backorder Allocation Report to find out which backordered requisitions can be filled with items that have been received in inventory and to use as an audit trail. This report is helpful when you check for mistakes and omissions before you post material requisitions. If you find incorrect material requisitions in the Backorder Allocation Report, use the Enter Material Requisitions function, page 6-3, to edit or delete them.

You cannot produce this report if Accounts Payable is not interfaced with Inventory.

Backorder Allocation Report Screen

Select **Backorder Allocation Report** from the Material Requisitions menu. The function screen appears.



1. Enter the range of material requisition numbers you want in the report.

2. Enter the range of location IDs you want in the report (A6).

3. Enter the range of item IDs you want in the report (A20).

4. Enter the range of ship-to IDs you want in the report (A6).

5. Select the option by which to organize the report.

   The report shows how the backorders can be filled, based on the way you organize the report. For example, if you have 30 requisitions for item 100 but only 25 are available and you organize the report by the date the items are needed, the backorders needed soonest are filled first until all 25 items are allocated. If you organize the report by requisition number, the backorders for requisition number 00000001 are filled first, backorders for 00000002 are filled second, and so on.

6. Select the output device.

A sample Backorder Allocation Report is at the end of this section.

After the report is produced, the Material Requisitions menu appears.

Notes

How backorders are arranged

For each group of backorders for an inventory item, the first backorder listed is filled first, the next backorder is filled second, and so forth. The system partially fills a backorder if the on-hand quantity reaches zero; the amount in the Allocated column for the remaining backorders for the item is zero. No backordered item whose on-hand quantity is zero is listed in the report.

Balance available

The balance available is the quantity available minus the total quantity that has been allocated. The balance available is zero if the quantity backordered is greater than the quantity available.

Backorder Allocation Report

```
10/07/1999                                  Builders Supply                                  Page    1
8:18 AM                                  Backorder Allocation Report
                                      By Location ID/Item/Date Needed

Loc. ID Description
--------------------------------------

MN0001  MINNEAPOLIS WAREHOUSE

Item ID          Description                    Default Unit    Qty. Available      Bin No.
---------------------------------------------------------------------------------------------
200500           Sump Pump                      EA                  12.0000         D-9

Date Needed      Requisition No.   Ship-to ID   Tran No.      On Backorder      Allocated      Line No.
---------------------------------------------------------------------------------------------------
                 15436AM                        0009             5.0000         5.0000         001

                                                                Item 200500 Total  5.0000
                                                                Balance Available  7.0000

End of Report
```

Post Material Requisitions

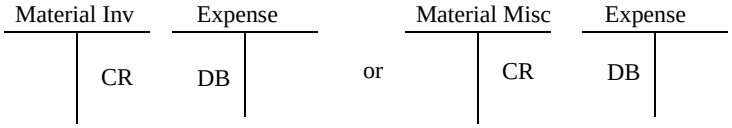
When you post material requisitions, the requisitions and returned requisitions (except for backorders) are removed from the APMDxxx and APMHxxx (Material Requisitions) files. If you keep detail history, detailed line-item information updates the APHIxxx (Detail History) file.

Interfaces

General Ledger

If Accounts Payable is interfaced with General Ledger, debit and credit entries are created in the GLJRxxx (Journal) file. If you post detail (line-item) information, entries are made for each line item. If you post summary (totals) information, one entry is made for each account.

When you post material requisitions and returned requisitions, entries are made to several accounts:



You specify the expense account(s) when you enter requisitions.

Job Cost

If Accounts Payable is interfaced with Job Cost, the cost information in the JOHIxxx (Detail History) file is automatically updated, and the JOBSxxx (Jobs) file is optionally updated when you post.

Inventory

If Accounts Payable is interfaced with Inventory and you have elected to post material requisition credits to inventory item accounts in the Resource Manager Options and Interfaces function, inventory item accounts are credited.

Before Posting

Before you post, do the following things:

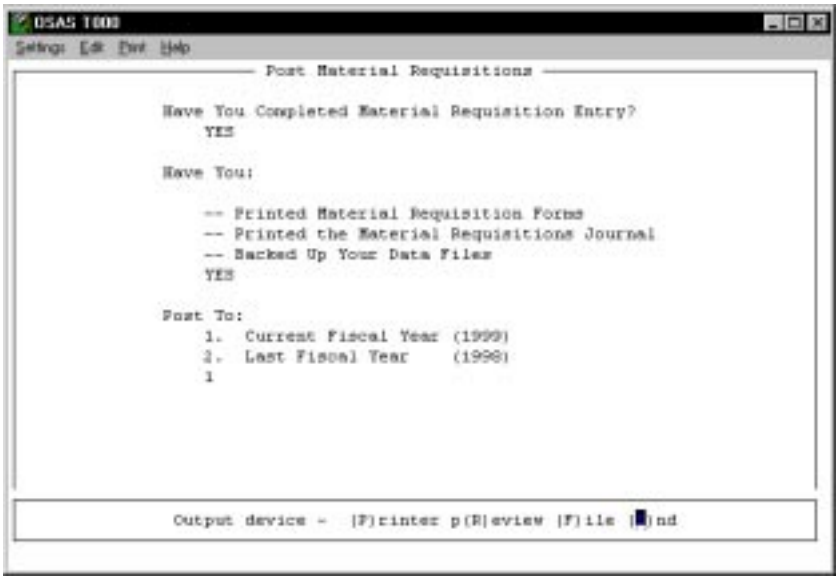
- If you have a multiuser system, make sure that no one else is using the Accounts Payable system. You cannot post if someone else is using Accounts Payable functions.
- Print the Material Requisitions Journal, page 6-13.
- Print the Backorder Allocation Report, page 6-21.
- Back up all the data files.

The information in the Material Requisitions Journal comes from the APCMxxx (Requisition Control) file and the APMDxxx and APMHxxx (Material Requisitions) files. Posted entries are cleared from these files to make room for the next group of entries. Because you cannot reconstruct the journals after you post, printing them before you post is important.

Backing up your data files before you post is an important practice. Unforeseen problems, such as a power surge or failure, can interrupt the post and result in the loss of data.

Post Material Requisitions Screen

Select **Post Material Requisitions** from the Material Requisitions menu. The function screen appears.



1. If you have entered and reviewed the accounts payable requisitions, enter **Y**; if not, enter **N**. If you enter N, you are prompted to return to the Daily Work menu.

2. If you have produced the appropriate material requisitions forms and the Material Requisitions Journal and backed up the data files, enter **Y**; if not, enter **N**. If you enter **N**, you are prompted to return to the Daily Work menu.

3. If Accounts Payable is not interfaced with General Ledger or if you have not created last-year data in General Ledger, *1* is displayed in the Post To field.

If Accounts Payable is interfaced with General Ledger and you have created last-year data in General Ledger, enter **1** to post the requisitions to the current-year GLJRxxx file or **2** to post them to the last-year GLJRxxx file.

4. Select the output device.

A sample posting log is at the end of this section.

After posting is completed and the log is printed, the Material Requisitions menu appears.

Material Requisitions Posting Log

```
11/27/1999                          Builders Supply                          Page
1
12:19 PM                      Post Material Requisitions

Amount posted to GL period 11

                                                        Debit        Credit
1          Electrical Packa                            343.55
1          Plumbing Package                           2722.59
150                                                                 3066.14
                                                    ----------   ----------
BALANCE                                                3066.14      3066.14

Amount posted to jobs file.                                .00

Amount posted to history file.                          3066.14

                End of Report
```

Management Reports 7

Open Invoice Report	7-3
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Sales Tax Report	7-31

Open Invoice Report

The Open Invoice Report shows the invoiced orders and miscellaneous debits for the due date and vendors you specify. The invoiced transactions stay in the APINxxx (Open Invoice) and APIXxxx (Open Invoice Additional Information) files until they are purged.

Open Invoice Report Screen

Select **Open Invoice Report** from the Management Reports menu. The function screen appears.

1. Enter the range of vendors whose open invoices you want in the report (A6).
2. Enter the date before and through which you want to list invoices.
3. Enter the date on and after which invoices are to be discounted.

4. Select the types of invoices you want in the report.
5. Select the output device.

A sample Open Invoice Report is at the end of this section.

After the report is produced, the Management Reports menu appears.

Open Invoices Report

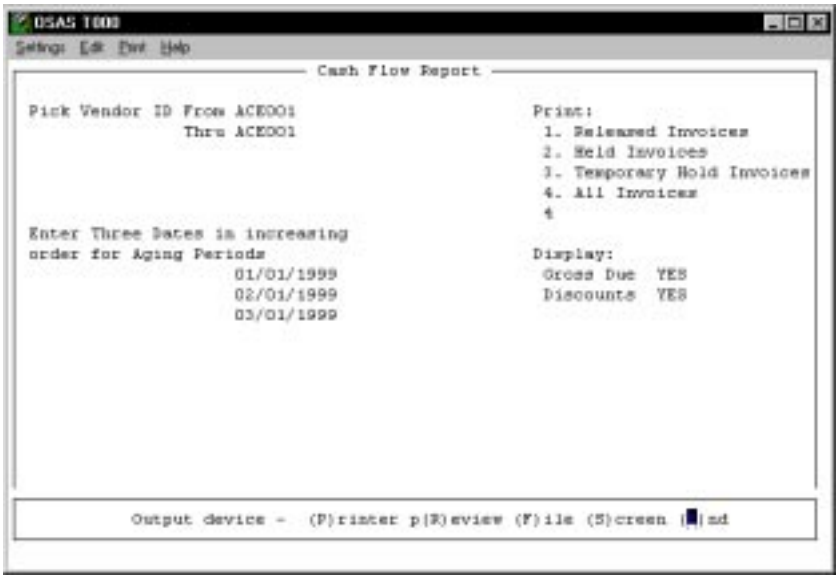
```
11/27/1999                                  Builders Supply                                  Page   1
12:22 PM                                  Open Invoice Report
                                  All Invoices Due as of 11/27/1996
                                                 Paid

Vendor Vendor                  Check  PO      Invoice St 1099 Invoice Due      Invoice Amt.  Discount Amt.   Amount
Paid
ID     Name                    Number Number  Number      Date     Date
------------------------------------------------------------------------------------------------------------
------

ACE001 ACE PLUMBING SUPPLY COMPANY    Cash     24920   Z N 08/12/1999 08/22/1999     71406.90       714.07
70692.83
                               0000001 30072   Z N 11/04/1999 11/14/1999 1140060.18  1140.60    112919.58
                                                                                    ------------------------
Vendor ACE001 Current Balance  212077.98 VENDOR TOTAL                               185467.08    1854.67    183612.41

ATT001 ATLANTIS TELEPHONE CO.         0000003  1712508 Z N 11/15/1999 11/25/1999      212.00         .00
212.00
                               0000003 1712693 Z N 12/15/1999 12/25/1999      212.00         .00       212.00
                                                                                    ------------------------
Vendor ATT001 Current Balance      .00 VENDOR TOTAL                                 424.00         .00       424.00

                                       TOTAL                                       185891.08    1854.67    184036.41
                                                                                    ------------------------
11/27/1999                                  Builders Supply                                  Page   2
12:22 PM                                  Open Invoice Report
                                  All Invoices Due as of 11/27/1996

Vendor Vendor                  PO      Invoice St 1099 Invoice Due      Invoice Amt.  Discount Amt.   Amount Paid
ID     Name                    Number  Number      Date     Date
------------------------------------------------------------------------------------------------------------
------

ACE001 ACE PLUMBING SUPPLY COMPANY    30820   T N 12/09/1999 12/19/1999     212077.98         .00
212077.98
                                                                                    ------------------------
Vendor ACE001 Current Balance  212077.98 VENDOR TOTAL                               212077.98         .00    212077.98

                                                                                    ------------------------
                                       TOTAL                                       212077.98         .00    212077.98
                                                                                    ========================
                                       GRAND TOTAL                                 397969.06    1854.67    396114.39
```

Cash Flow Report

The Cash Flow Report shows the amount of cash you can expect to pay out within any three periods you specify. This information can help you project the cash position of your business and make sound payment decisions.

Cash Flow Report Screen

Select **Cash Flow Report** from the Management Reports menu. The function screen appears.Enter the range of vendors whose information you want in the report (A6).



1. Select the types of invoices you want in the report.

2. Enter three dates to establish aging periods. Enter the dates in chronological order, the earliest date first.

3. If you want gross amounts due and discounts in the report, enter **Y**; if not, enter **N**.

4. Select the output device.

A sample Cash Flow Report is at the end of this section.

After the report is produced, the Management Reports menu appears.

Cash Flow Report

```
11/27/1999                                  Builders Supply                    Page    1
12:24 PM                                  Cash Flow Report
                                            All Invoices

Vendor Vendor Name
Inv. No. St. Inv. Date Due Date                11/27/1996    11/28/1996    11/29/1996      Beyond        Total
---------- -- -------- -------- ------------ ------------- ------------- ------------- ------------ ------------
--

ACE001 ACE PLUMBING SUPPLY COMPANY
30820    T 12/09/1999 12/19/1999 Gross Due      212077.98                                             212077.98
                                 Discount         2120.78                                               2120.78
                                                ---------     ---------     ---------     --------     ---------
                                 VENDOR TOTAL GROSS DUE      212077.98           .00           .00          .00    212077.98
                                 VENDOR TOTAL DISCOUNT         2120.78           .00           .00          .00      2120.78
                                                ---------     ---------     ---------     --------     ---------
                                 GRAND TOTAL GROSS DUE       212077.98           .00           .00          .00    212077.98
                                 GRAND TOTAL DISCOUNT          2120.78           .00           .00          .00      2120.78

                                 End of Report
```

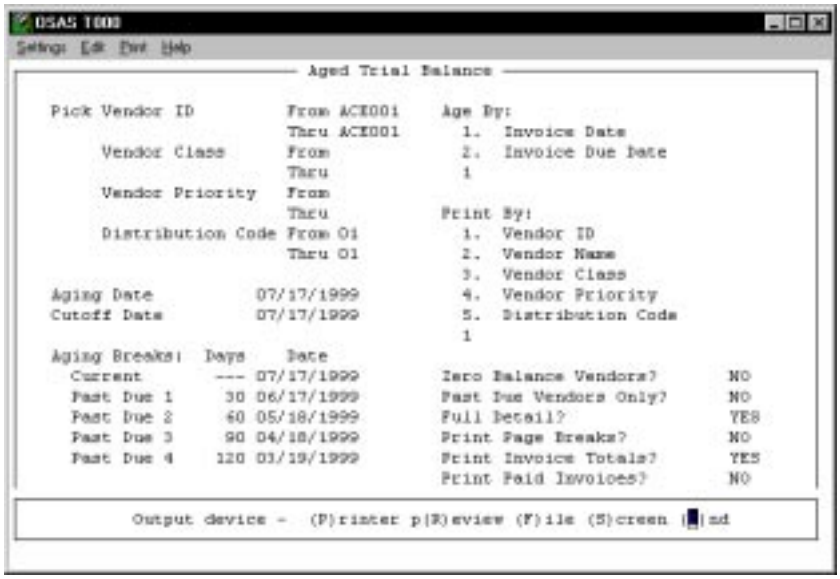
Aged Trial Balance

The Aged Trial Balance shows the invoice balances broken down into five aging periods. The detail report shows full detail for all invoices; the summary report shows only the aging period totals.

If you do not do periodic maintenance before you enter activity for a new month, the CURRENT columns in the report show activity for the current month and all the months you did not do periodic maintenance.

Aged Trial Balance Screen

Select **Aged Trial Balance** from the Management Reports menu. The function screen appears.



1. Enter the range of vendors you want in the Aged Trial Balance (A6).

2. Enter the range of vendor classes you want in the Aged Trial Balance (A6).

3. Enter the range of vendor payment priorities you want in the Aged Trial Balance (N1).
4. Enter the range of distribution codes you want in the Aged Trial Balance (A2)
5. Accept the displayed aging date, or enter the date the invoices are to use as a starting point for aging.
6. Accept the displayed cutoff date, or enter the date the invoices are to use as an ending point for aging. Invoices dated later than this cutoff date do not appear in the report.
7. Aging breaks are the dates that define aging buckets, or invoice categories with a particular aging status. Accept the displayed dates, or enter different dates.
8. Select the kind of date by which you want to age invoices.
9. Select the option by which to organize the Aged Trial Balance.
10. If you want to include vendors with a balance of zero, enter **Y**; if not, enter **N**.
11. If you want to include only the vendors whose balance is past due, enter **Y**; if not, enter **N**.
12. If you want to list line-item transactions associated with each vendor, enter **Y**. If you want to list only totals associated with each vendor, enter **N**.
13. If you want information about each vendor to appear on a different page, enter **Y**. If you want the information produced in a continuous flow, enter **N**. This option is available only if you have more than one page of data.
14. If you want each invoice to be added and included as a total, enter **Y**; if not, enter **N**. This option is available only if you elected to include line-item transactions associated with each vendor.
15. If you want to include paid invoices in the report, enter **Y**; if not, enter **N**.
16. Select the output device.

A sample Aged Trial Balance is at the end of this section.

After the report is produced, the Management Reports menu appears.

Aged Trial Balance

12/18/1999 Builder's Supply Page 1
2:58 PM Detail Aged Trial Balance
Aged By Invoice Date
Sorted By Vendor ID

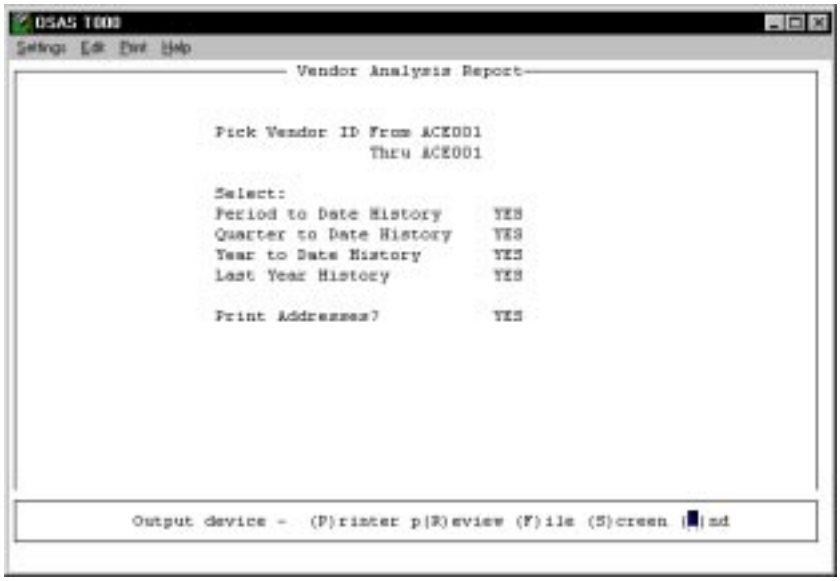
Invoice	St.	Inv. Date	Amount	Current	31-60	61-90	91-120	Over 120	Future
ACE001 ACE PLUMBING SUPPLY COMPANY (309) 555-5321 Class PROD Distribution 01 Vendor Priority 0									
1	H	12/12/1999	1326.14	1326.14					
24920	H	08/12/1999	71406.90					71406.90	
30072		11/04/1999	114060.18		114060.18				
30820	H	12/09/1999	212077.98	212077.98					
VENDOR ACE001 TOTAL			398871.20	213404.12	114060.18	.00	.00	71406.90	.00
ATT001 ATLANTIS TELEPHONE CO. (800) 458-8585 Class UTIL Distribution 01 Vendor Priority 1									
1712508		11/15/1999	212.00		212.00				
1712693		12/15/1999	212.00	212.00					
VENDOR ATT001 TOTAL			424.00	212.00	212.00	.00	.00	.00	.00
BOR001 BORIS CONSTRUCTION COMPANY (612) 458-2423 Class PROD Distribution 01 Vendor Priority 0									
1208		11/17/1999	17080.84	17080.84					
CLE001 CLEVELAND INTERIORS, INC. (800) 846-0333 Class PROD Distribution 01 Vendor Priority 0									
3711		10/05/1999	61200.00			61200.00			
3711		10/05/1999	111413.26			111413.26			
3711		TOTAL	172613.26						
3855	H	12/11/1999	27295.48	27295.48	.00	172613.26	.00	.00	.00
VENDOR CLE001 TOTAL			199908.74	27295.48	.00	172613.26	.00	.00	.00
EDD001 EDDY APPLIANCE CO. (219) 459-8721 Class PROD Distribution 01 Vendor Priority 0									
876447		11/15/1999	1060.00	1060.00					
ELL001 ELLIS ELECTRICAL SUPPLY (100) 532-3789 Class Distribution 01 Vendor Priority 0									
56976		11/05/1999	75418.36		75418.36				
HEN001 HENNEPIN MUNICIPAL UTILITIES (612) 483-9393 Class UTIL Distribution 01 Vendor Priority 2									
94732571		11/15/1999	530.00					530.00	
94733270		12/15/1999	530.00	530.00					
VENDOR HEN001 TOTAL			1060.00	530.00	530.00	.00	.00	.00	.00
JOH001 JOHNSON DOOR COMPANY, INC. (454) 878-9989 Class PROD Distribution 01 Vendor Priority 0									
49545		11/02/1999	1166.53					1166.53	
50102		12/17/1999	13197.00	13197.00					
VENDOR JOH001 TOTAL			14363.53	13197.00	1166.53	.00	.00	.00	.00
VENDOR JON001 TOTAL			.00	.00	.00	.00	.00	.00	.00

Vendor Analysis Report

The Vendor Analysis Report shows the balances and cumulative purchases for the vendors you specify, and it summarizes the purchasing activity for those vendors.

Vendor Analysis Report Screen

Select **Vendor Analysis Report** from the Management Reports menu. The function screen appears.



1. Enter the range of vendors you want in the report (A6).

2. If you want the report to include history for the past period to date, enter **Y**; if not, enter **N**.

3. If you want the report to include history for the past quarter to date, enter **Y**; if not, enter **N**. If you enter Y but entered N for the previous selection, the information is included as part of this total but is not separated.

4. If you want the report to include history for the past year to date, enter **Y**; if not, enter **N**. If you enter Y but entered N for one of the previous selections, the information is included as part of this total but is not separated.

5. If you want the report to include history for last year, enter **Y**; if not, enter **N**. This data has no connection with data from the previous three selections.

6. If you want the addresses of each vendor to appear with the vendor, enter **Y**; if not, enter **N**.

7. Select the output device.

A sample Vendor Analysis Report is at the end of this section.

After the report is produced, the Management Reports menu appears.

Vendor Analysis Report

```
05/31/1999                                  Builders Supply                                  Page    1
2:01 PM                                  Vendor Analysis Report

Vendor ID    Vendor Name                    ---Terms---  Balance Due  Last Purch.
Phone        Address                        %    Days    Prepaid      Last Paymnt.      Purchases     Payments    Disc. Taken
-------------------------------------------------------------------------------------------------------------------------------

ACE001       ACE PLUMBING SUPPLY COMPA      1.0  10      238721.49    12/15/1999 PTD    212675.94          .00          .00
(309)555-5321 6769 GOLDEN GATE DRIVE                        .00       11/20/1999 QTD    328912.33     90190.84          .00
(309)555-5488 SAN FRANCISCO, CA  35454-5548                                           YTD    484372.51     28250l.01          .00
                                                                                      L/Y    487087.68     44367l.18       693.81

                                                                                                 ----------    ----------    ----------
                                                                                TOTAL     238721.49          .00          .00
                                                                                              .00       PTD    212675.94          .00          .00
                                                                                                        QTD    328912.33     90190.84          .00
                                                                                                        YTD    484372.51     28250l.01          .00
                                                                                                        L/Y    487087.68     44367l.18       693.81

                                        End of Report
```

1099 Forms

When you enter a vendor record, you indicate whether you want to produce a 1099 form for the vendor. The 1099 form summarizes your payments to the vendor for the year.

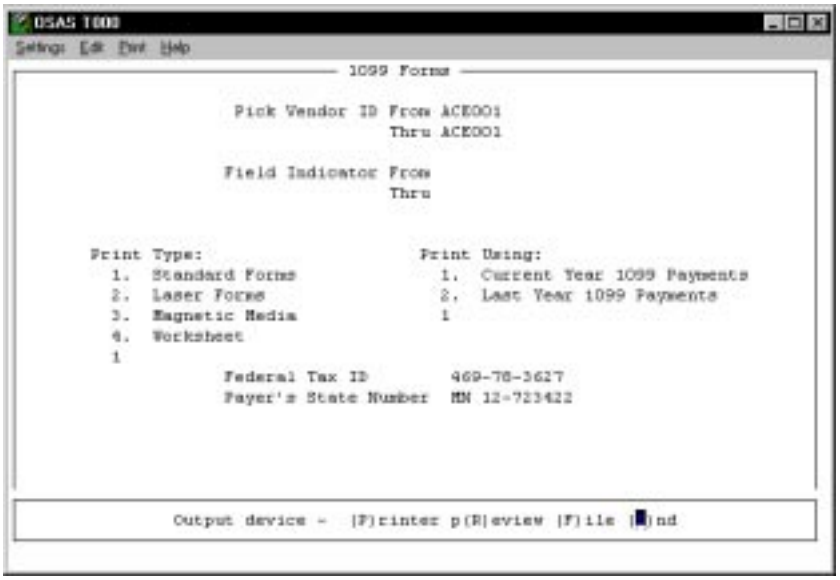
Send a copy of the form to the vendor and the Internal Revenue Service. If you have more than 250 forms, you must apply for approval to file on magnetic media. After you get approval, send the 1099 information (which the Accounts Payable system can produce for you) on a diskette. Get the circular containing procedure guidelines from the Internal Revenue Service.

You can use the 1099 payments year-to-date or the 1099 payments last-year amounts to prepare 1099 forms (see **1099 Forms Screen** below). If you have already transferred the 1099 year-to-date amounts to last year during periodic maintenance, use the last-year amounts; if not, use the current-year amounts.

You cannot submit magnetic media if direct sales are $5000 or more or if you combine federal and state filing.

1099 Forms Screen

Select **1099 Forms** from the Management Reports menu. The function screen appears.



1. Enter the range of vendors for whom you want to produce the forms (A6).

2. Enter the field indicators to apply to the forms. The field indicator number corresponds to the amount boxes on the 1099-MISC form.

3. To produce standard forms, enter **1**.

   To produce laser forms, enter **2**

   To prepare government magnetic media files, enter **3**. Then see **Magnetic Media** later in this section.

   To produce a worksheet that lists the 1099 vendors, enter **4**.

4. Select the year whose 1099 information you want to use.

5. Enter the company's tax ID and state number; the default data is displayed from the D1099xxx table. You can enter information here only if you elected to print the 1099-MISC forms.

Note

The Output device File option and Magnetic Media option are different options. They both send the information to a data file, but the Magnetic Media option sends the information into a template of specifications defined by the government. For example, the columns are a different width from what they are in a standard OSAS report.

If you elected to print standard or laser forms, put the forms in your printer. If you elected to print the 1099 Worksheet, use plain paper.

1. Select the output device.

2. To be sure that the 1099 forms are aligned, enter **N** to print a test pattern. Repeat the test pattern as often as necessary. (Before you can align the forms, you must enter YES in the Prompt to Mount Forms and Do You Want to Print Alignment Mark Before Printing fields in the Resource Manager Form Codes function.) When the forms are lined up, enter **Y** to print the forms.

A sample 1099 Worksheet appears on the next page.

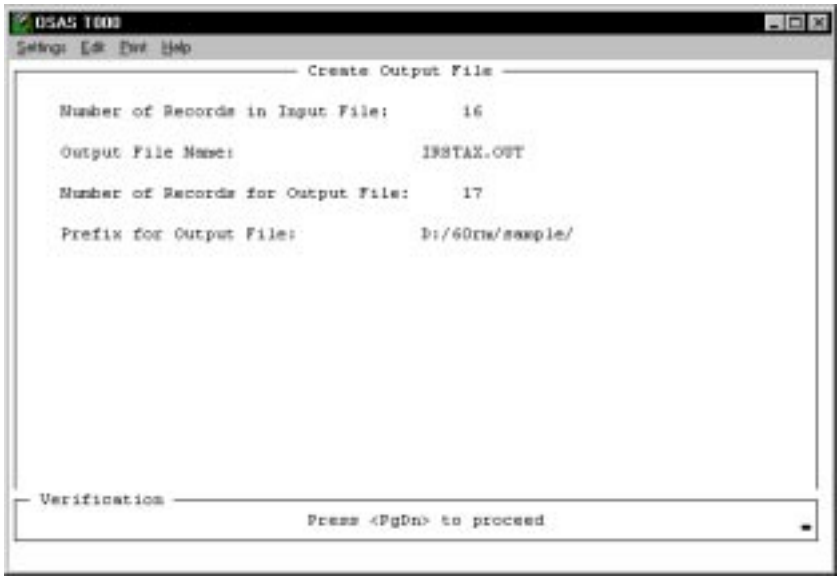
After the forms or the 1099 Worksheet is produced, the Management Reports menu appears.

1099 Worksheet

```
06/01/1999                    Builders Supply                    Page    1
1:13 PM                        1099 Worksheet

Vendor Vendor                      Form Recipient        Field      YTD 1099
ID     Name                        Code ID               Indicator  Payments
-------------------------------------------------------------------------------

TIM001 TIMBERLAND WINDOWS, INC        B   78-5456788       9         114847.92


06/01/1999                    Builders Supply                    Page    2
                               1099 Worksheet


     Totals
Total For Box 1  - Rents                                              0.00
Total For Box 2  - Royalties                                          0.00
Total For Box 3  - Other Income                                       0.00
Total For Box 4  - Fed. Tax Wh.                                       0.00
Total For Box 5  - Fishing Boat                                       0.00
Total For Box 6  - Medical Pymts.                                     0.00
Total For Box 7  - Nonemployee                                        0.00
Total For Box 8  - Substitute                                         0.00
Total For Box 9  - Direct Sales                                 114,847.92
Total For Box 10 - Crop Insurance                                     0.00
Total For All Vendors                                           114,847.92
Total number of vendors       1

     End of Report
```

Magnetic Media

When you select **Magnetic Media** on the 1099 Forms screen, the output screen appears.


OSAS T000
Settings Edit Font Help
Create Output File
Number of Records in Input File: 16
Output File Name: IRSTAX.OUT
Number of Records for Output File: 17
Prefix for Output File: D:/60rm/sample/
Verification
Press <PgDn> to proceed

If the disk has a work file, this prompt appears:

Output file already exists. Do you want to start over?

To complete the function, enter **N** and skip ahead to **Editing the intermediate records** later in this section. To prepare magnetic media from scratch, enter **Y**.

The number of records in the input file is displayed. The Internal Revenue Service requires that the file be named IRSTAX; this name is also displayed.

1. Accept the number of records in the displayed output file, or enter a different number.

2. Press **Enter** if you want to put your output file in the displayed data directory, or enter a different directory.

When you are finished entering output file information, use the **Proceed** (**PgDn**) command to continue.

Header information

Create the header record by entering information on the magnetic media screen.

DSAS 1000
Settings Edit Print Help
Output 1099 Forms to Magnetic Media
1. Edit Intermediate File
2. Output 1099s to Magnetic Media
Verification
Press F7 to exit
No records in intermediate file

1. If you want to produce 1099 forms on magnetic media for the displayed year (which is one year earlier than the system date), press **Enter**; if not, enter a different year.

2. If your company is not a foreign corporation, press **Enter** to go to the Federal EIN field.

   If your company is a foreign corporation, enter **Y**. The next field is skipped, and you are asked to enter a foreign postal code.

(Throughout the OSAS system and user's manuals, the term *foreign* means not one of the 50 states. Similarly, the term *federal* refers to the United States federal government.)

3. If your company is not a foreign corporation, accept your company's employer identification number, or enter a different number. Do not enter hyphens, letters, all 9s, or all 0s.

4. Select the type of medium you are sending to the IRS.

5. If a service bureau is preparing the 1099 forms for your company, enter **Y**; if not, enter **N**.

6. Accept your company's name and address, or enter different information. If you do not change the transmitter company name, the address fields are skipped; the cursor goes to the Control Code field.

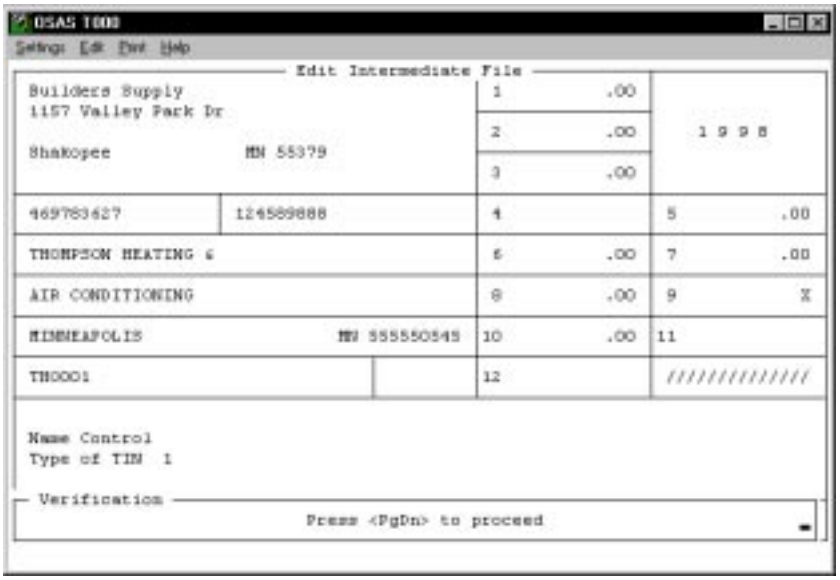
7. Enter the control code assigned by the Internal Revenue Service. It is on your 1099 magnetic media package mailing label.

8. Enter the transfer agent's name and address. If you are not using a transfer agent, press **Enter** to skip this field. If you do not enter a transfer agent's name, the address fields are skipped.

When you are finished entering header information, use the **Proceed** (**PgDn**) command to continue.

Editing the intermediate records

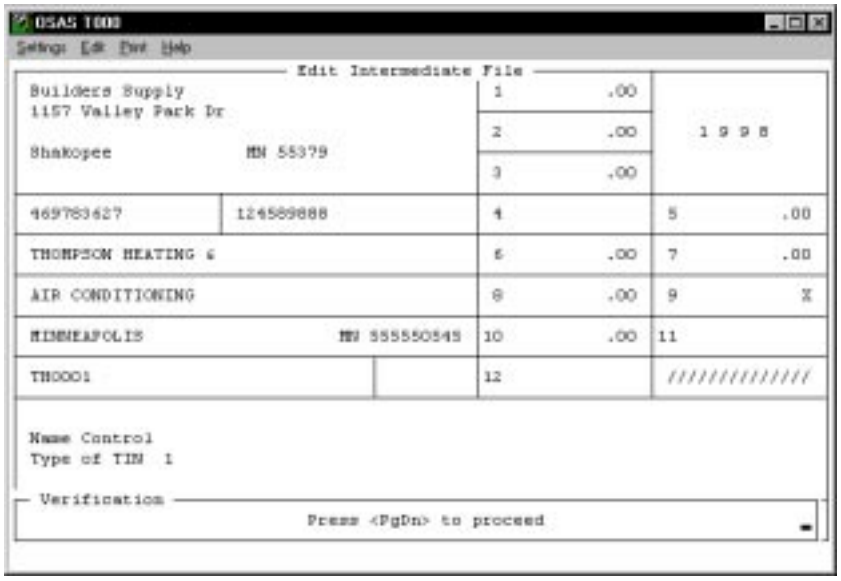
When you approve the magnetic media header information, a prompt provides a chance to start over. If you enter **Y** at the prompt, the values are cleared and the cursor appears at the top of the screen. If you enter **N** at the prompt, a different function screen appears.



1. Select your next operation. If you select **2**, skip to **DOS systems** below.

   You can edit only the recipient ID, company name and address, account number, second TIN notification flag, name control code, type of TIN flag, and box that corresponds to the field indicator set up for the vendor in the file. You cannot change the value in box 9.

When you elect to edit the 1099 forms file, a temporary intermediate file with one record for each vendor is created. The file's information is sorted by vendor ID; you must edit the records in that order.



2. After you check a record, use the **Proceed** (**PgDn**) command to go on to the next one. You can change any field; in general, you will not want to edit a 1099 form.

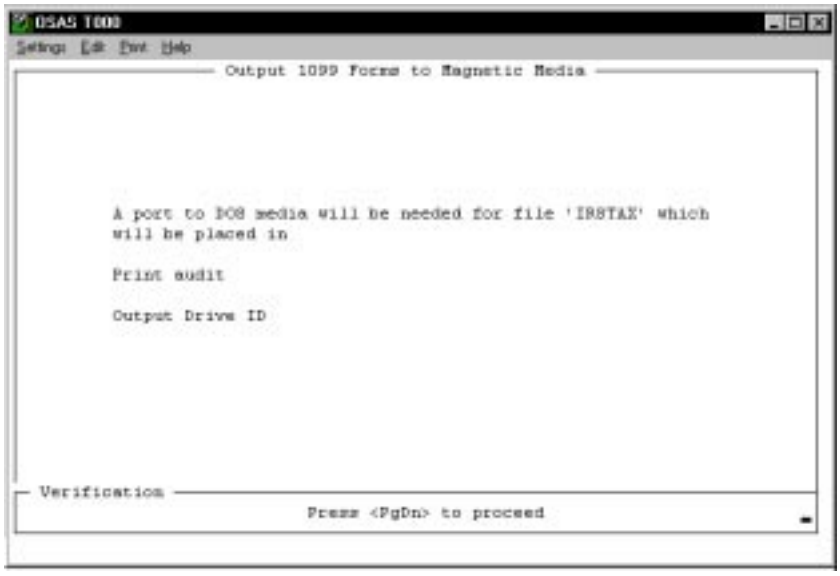
3. If you finish making changes before you get to the last record in the file, use the **Exit** (**F7**) command. The following prompt appears: **Save Changes**. Press **Y** to save your changes or **N** to cancel.

When you respond to the **Save Changes** prompt or after you use the **Proceed** (**PgDn**) command to save the last record in the file, the Output 1099 Forms to Magnetic Media screen appears. Edit the file again, or proceed to output the edited file to magnetic media.

The output screen that appears is based on your operating system. If you are using OSAS in a DOS or Windows environment, see **DOS systems** below. If you are using OSAS in a UNIX or XENIX environment, see **UNIX systems** later in this section.

DOS systems

For DOS systems, this screen represents the last step in the magnetic media process.


OSAS T000
Settings Edit Print Help
Output 1099 Forms to Magnetic Media
A port to DOS media will be needed for file 'IR8TAX' which will be placed in
Print audit
Output Drive ID
Verification
Press <PgDn> to proceed

1. Insert a blank 3.5-inch DOS-formatted diskette in one of these formats into the diskette drive:

   - 1.44M double-sided, high-density diskette
   - 1.2M double-sided, high-density diskette
   - 720K double-sided, double-density diskette
   - 360K double-sided, double-density diskette
   - 320K double-sided, double-density diskette

2. If you want a copy of the records as they are transferred to the diskette, make sure that your printer is online and enter **Y**. If you do not want the copy, enter **N**.

3. Enter the drive that holds the diskette you are transferring the 1099 information to. For example, enter **A:** if you want to send the data to drive A.

When you are ready to transfer the files, use the **Proceed** (**PgDn**) command to begin sending the 1099 information to the output drive you specified. When the process is finished, the Management Reports menu appears.

Follow the instructions in the magnetic media circular for labelling and mailing the diskettes to the Internal Revenue Service.

UNIX systems

For UNIX systems, the final screen in the magnetic media process is slightly different from the DOS screen above.

The Internal Revenue Service requires that you submit the file on a 3.5-inch diskette in any format listed for DOS systems above. If you do not have a porting utility, contact your value-added reseller.

1. If you want an audit report of the information as it is written to the disk, make sure that your printer is online and enter **Y**. If you do not want the report, enter **N**.

2. Press **Enter** to write the files to the directory you are using on the hard drive, or enter a different directory on the hard drive to write to.

When you are ready to write the 1099 information to the hard drive, use the **Proceed** (**PgDn**) command. When the process is complete, the Management Reports menu appears.

Sales Tax Report

The Sales Tax Report shows the amount of taxes paid on both sales and purchases after posting.

Sales Tax Report Screen

Select **Sales Tax Report** from the Management Reports menu. The function screen appears.

1. Enter the range of tax authorities you want in the report.
2. Enter the range of tax locations you want in the report.
3. Select the option by which to organize the report.
4. If you want taxes for sales, purchases, or both in the report, enter **Y**; if not, enter **N**.

5. Select the output device.

A sample Sales Tax Report is at the end of this section.

After the report is produced, the Management Reports menu appears.

Sales Tax Report

```
06/01/1999                                  Builders Supply                                  Page    1
2:19 PM                                     Sales Tax Report
                                            By Tax Location

                                                                  ------ General Ledger Accounts ------  --- Tax on ---
Tax Loc Name                                Level Tax Auth. Tax ID      Tax Liability Tax Expense Refundable  Frt.   Misc.
-------------------------------------------------------------------------------------------------------------------------
CAR    California - Resale                  1     CA    45-98345923     2038                            NO     NO

Tax   Description   Tax Per.
Class             Ref. Per.                Taxable    Nontaxable        Tax    Calculated   Over/Short    Refundable
-------------------------------------------------------------------------------------------------------------------------
00 Consumer Goods   6.000 Sales            .00        632184.13         .00    .00          .00
                    .000 Purchases         118644.12  642.00            7118.65 7118.65     .00           .00
01 Resale Sales     .000 Sales             .00        .00               .00    .00          .00
                    .000 Purchases         .00        .00               .00    .00          .00           .00
02 Exempt Sales     .000 Sales             .00        .00               .00    .00          .00
                    .000 Purchases         .00        .00               .00    .00          .00           .00
03 Ind/Agr Prod.    6.000 Sales            .00        632184.13         .00    .00          .00
                    .000 Purchases         687.10     .00               41.22  41.23        .01-          .00
04 Interstate Comm  8.000 Sales            .00        .00               .00    .00          .00
                    .000 Purchases         .00        .00               .00    .00          .00           .00
05 Motor Vehicles   .000 Sales             .00        .00               .00    .00          .00
                    .000 Purchases         .00        .00               .00    .00          .00           .00
06 Food Products    .000 Sales             .00        .00               .00    .00          .00
                    .000 Purchases         .00        .00               .00    .00          .00           .00
07 Clothing         .000 Sales             .00        .00               .00    .00          .00
                    .000 Purchases         .00        .00               .00    .00          .00           .00
08 Gasoline         .000 Sales             .00        .00               .00    .00          .00
                    .000 Purchases         .00        .00               .00    .00          .00           .00
09 Services         .000 Sales             .00        .00               .00    .00          .00
                    .000 Purchases         .00        .00               .00    .00          .00           .00
-------------------------------------------------------------------------------------------------------------------------
TOTAL FOR LOCATION CAR  Sales              .00        126368.26         .00    7159.88      7159.88-
                        Purchases          119331.22  642.00            7159.87 7159.88     .01-          .00
-------------------------------------------------------------------------------------------------------------------------
TOTAL FOR LOCATION TXT  Sales              .00        .00               .00    .00          .00
                        Purchases          .00        .00               .00    .00          .00           .00
=========================================================================================================================
                                           Taxable    Nontaxable        Tax    Calculated   Over/Short    Refundable
```

History Reports 8

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Vendor Purchase History Report	8-35

AP Analysis Report

The AP Analysis Report provides an analysis of your company's payables. The report has three parts. Each part compares the payables of a period you specify with those of a previous period, the previous three periods, and the same period of the previous year.

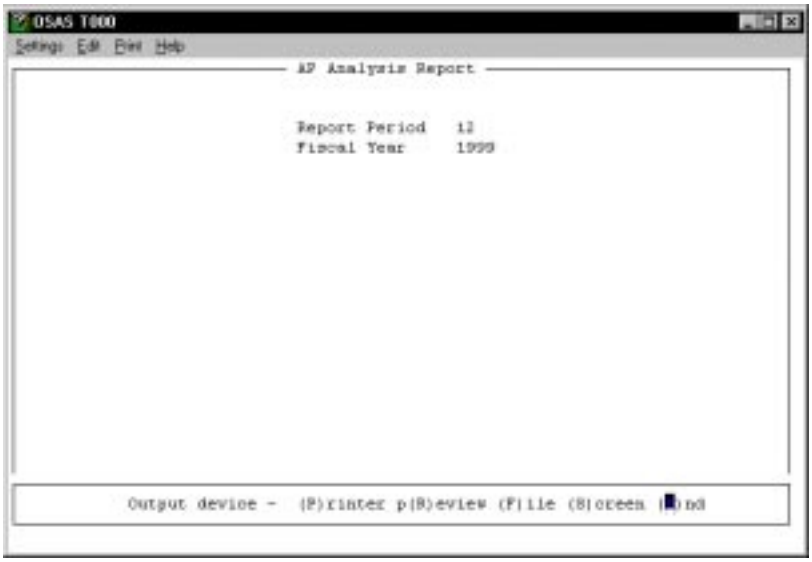
The first section of the report shows the total purchases and the outstanding payables. The second section shows the total payments, the amounts that were prepaid and paid on account, and the amounts that were eligible and ineligible for a discount. The third section shows the total discount amounts that were available, taken, and lost.

The system reads backwards through the APHSxxx (Summary History) file to find data for the previous periods. If you did not do period-end maintenance for a period, the data will be inaccurate for that period.

You cannot produce the report if you did not elect to keep summary history in the Resource Manager Options and Interfaces function, if the reporting period you specify has no summary history, or if you did not build the APPDxxx table.

AP Analysis Report Screen

Select **AP Analysis Report** from the History Reports menu. The function screen appears.



1. Accept the current period that is displayed from the APPDxxx table, or enter a different period.

   If the reporting period you specify has no summary history, the following message appears: **Warning: Summary history is not available for all comparisons**. If this message appears, you can still produce the report, but *.00** will appear where summary history is not available.

2. Press **Enter** to show data for the current fiscal year that is displayed from the APPDxxx table, or enter a different fiscal year.

3. Select the output device.

A sample AP Analysis Report is at the end of this section.

After the report is produced, the History Reports menu appears.

AP Analysis Report

```
05/31/1999                                  Builders Supply                                  Page   1
2:20 PM                                   AP Analysis Report
                                          For Period 12/1999

                                          Accounts Payable

                  --- Current Period ---  ------ 3-Period Average ------  -------- Prior Period --------  --- Same Period Last Year ---
                      Amount   %Purch.       Amount   %Purch.   %Curr.       Amount   %Purch.   %Curr.       Amount   %Purch.   %Curr.
-------------------------------------------------------------------------------------------------------------------------------------
Total Purchases     415873.85   100.00    294239.80   100.00    70.75    219206.00   100.00    52.71    324830.56   100.00    78.11
Accounts Payable    521499.35   125.40    292685.98    99.47    56.12    217212.43    99.09    41.65    282298.72    86.91    54.13

                                             Payments

                  --- Current Period ---  ------ 3-Period Average ------  -------- Prior Period --------  --- Same Period Last Year ---
                      Amount   %Pymts.       Amount   %Pymts.   %Curr.       Amount   %Pymts.   %Curr.       Amount   %Pymts.   %Curr.
-------------------------------------------------------------------------------------------------------------------------------------
Total Payments          .00       .00     82820.76   100.00     .00    141339.72   100.00     .00    209082.10   100.00     .00
Paid on Account         .00       .00     73363.00    88.58     .00    112966.44    79.93     .00    209082.10   100.00     .00
Prepayments             .00       .00      9457.76    11.42     .00     28373.28    20.07     .00         .00      .00     .00

Eligible-Disc           .00       .00     73519.95    88.77     .00    112016.44    79.25     .00    207932.10    99.45     .00
Ineligible-Disc         .00       .00         .00      .00     .00         .00      .00     .00         .00      .00     .00

                                            Discounts

                  --- Current Period ---  ------ 3-Period Average ------  -------- Prior Period --------  --- Same Period Last Year ---
                      Amount   %Avail.       Amount   %Avail.   %Curr.       Amount   %Avail.   %Curr.       Amount   %Avail.   %Curr.
                               %Elig.                  %Elig.                          %Elig.                          %Elig.
-------------------------------------------------------------------------------------------------------------------------------------
Disc Available          .00       .00      1256.58   100.00     .00      1598.87   100.00     .00      5358.02   100.00     .00
                          .00                 1.71                          1.43                          2.58

Disc Taken              .00       .00       723.62    57.59     .00         .00      .00     .00         .00      .00     .00
                          .00                  .98                          .00                          .00

Disc Lost               .00       .00       532.96    42.41     .00      1598.87   100.00     .00      5358.02   100.00     .00
                          .00                  .72                          1.43                          2.58

End of Report
```

Purchase Analysis Report

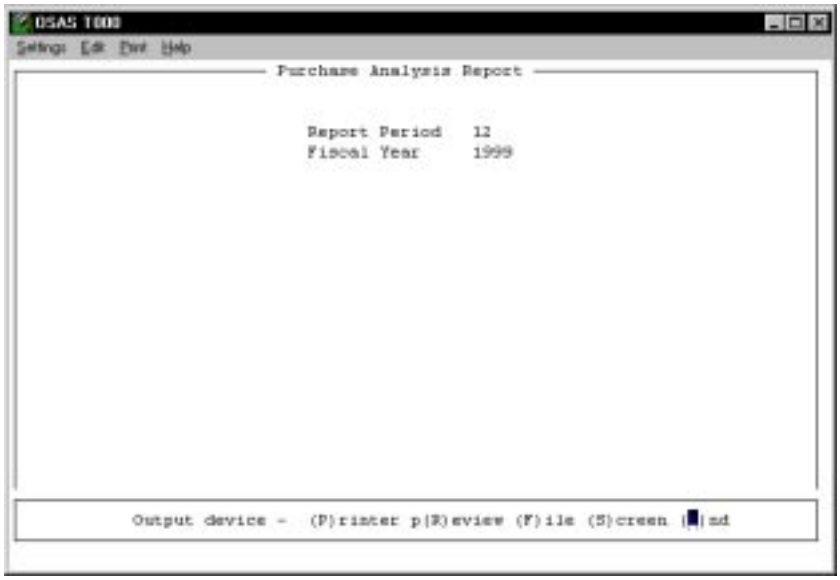
The Purchase Analysis Report provides an analysis of your company's purchases based on a reporting period you specify and of the last fiscal year's trends by period.

The report has two parts. The first part shows the current and previous year's purchases and discounts taken and lost for the reporting period, quarter, and year. The second part of the report shows the purchases and discounts taken and lost for the reporting period and the previous 12 periods.

You cannot produce the report if you did not elect to keep summary history in the Resource Manager Options and Interfaces function, if the reporting period you specify has no summary history, or if you did not build the APPDxxx table.

Purchase Analysis Report Screen

Select **Purchase Analysis Report** from the History Reports menu. The function screen appears.



1. Accept the current period that is displayed from the APPDxxx table, or enter a different period.

   If the reporting period you specify has no summary history, the following message appears: **Warning: Summary history is not available for this period**. If this message appears, you can still produce the report, but *.00** will appear where summary history is not available.

2. Accept the current fiscal year that is displayed from the APPDxxx table, or enter a different year.

3. Select the output device.

A sample Purchase Analysis Report is at the end of this section.

After the report is produced, the History Reports menu appears.

Purchase Analysis Report

05/31/1999 Builders Supply Page 1
2:20 PM Purchase Analysis Report
For Period 12/1999

	Current Year			Last Year		
	Current Period	Quarter-to-Date	Year-to-Date	Current Period	Quarter-to-Date	Year-to-Date
Purchases	415873.85	882719.41	3390782.21	324830.56	813499.73	1053266.13 *
Discounts Taken	.00	2170.86	180960.87	.00	.00	.00 *
Discounts Lost	.00	1598.87	36482.35	5358.02	14949.66	18873.86 *

12-Month Trend

	Purchases		Discounts Taken		Discounts Lost	
	Amount	%Curr.	Amount	%Curr.	Amount	%Curr.
Current Period	415873.85	100.00	.00	.00	.00	.00
Back 1 Period	219206.00	52.71	.00	.00	1598.87	.00
Back 2 Periods	247639.56	59.55	2170.86	.00	.00	.00
Back 3 Periods	346848.56	83.40	.00	.00	6250.01	.00
Back 4 Periods	298195.62	71.70	.00	.00	9680.76	.00
Back 5 Periods	288839.22	69.45	174126.75	.00	.00	.00
Back 6 Periods	246616.58	59.30	.00	.00	.00	.00
Back 7 Periods	267853.30	64.41	4663.26	.00	625.94-	.00
Back 8 Periods	287215.35	69.06	.00	.00	3198.30	.00
Back 9 Periods	318073.38	76.48	.00	.00	5737.59	.00
Back 10 Periods	167783.24	40.34	.00	.00	2189.69	.00
Back 11 Periods	286637.55	68.92	.00	.00	8453.07	.00
Back 12 Periods	324830.56	78.11	.00	.00	5358.02	.00

End of Report

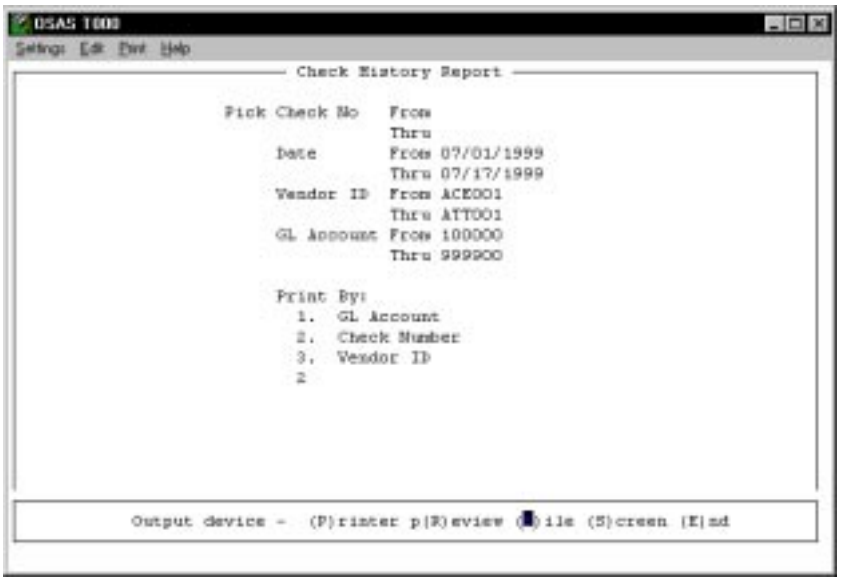
Check History Report

The Check History Report is a log of all the checks in the APCHxxx (Checks) file.

You cannot produce the report if you did not elect to keep check history in the Resource Manager Options and Interfaces function.

Check History Report Screen

Select **Check History Report** from the History Reports menu. The function screen appears.



1. Enter the range of checks you want in the report (A6).

2. Enter the range of dates associated with the check numbers you want in the report. (A8).

3. Enter the range of vendors associated with the checks you want in the report (A20).

4. Enter the range of general ledger accounts associated with the checks you want in the report (A6). (The **Inquiry** command is available if Accounts Payable is interfaced with General Ledger.)

5. Select the option by which to print the report.

6. Select the output device.

A sample Check History Report is at the end of this section.

After the report is produced, the History Reports menu appears.

Check History Report

11/27/1999 Builders Supply Page 1
12:32 PM Check History Report
Printed by Check Number

Check No.	Check Date	Void?	Vendor	Pay-to Name	GL Account	Check Type	Check Amt.
0000001	11/20/1999	NO	ACE001	ACE PLUMBING SUPPLY COMPANY	100000	Released	114060.18
0000002	11/26/1996	YES	ACE001	ACE PLUMBING SUPPLY COMPANY	100000	Released	212077.98
0000003	11/26/1996	NO	ATT001	ATLANTIS TELEPHONE CO.	100000	Released	424.00
0000004	11/26/1996	NO	BOR001	BORIS CONSTRUCTION COMPANY	100000	Released	17080.84
0000005	11/26/1996	NO	CLE001	CLEVELAND INTERIORS, INC.	100000	Released	172613.26
0000006	11/26/1996	NO	EDD001	EDDY APPLIANCE CO.	100000	Released	1060.00
0000007	11/26/1996	NO	ELL001	ELLIS ELECTRICAL SUPPLY	100000	Released	75418.36
0000008	11/26/1996	NO	HEN001	HENNEPIN MUNICIPAL UTILITIES	100000	Released	1060.00
0000009	11/26/1996	NO	JOH001	JOHNSON DOOR COMPANY, INC.	100000	Released	14363.53
0000010	11/26/1996	NO	MIN001	MINNEAPOLIS WATER DEPARTMENT	100000	Released	53.00
0000011	11/26/1996	NO	TEL001	TELL & JACOBY	100000	Released	212.00
0000012	11/26/1996	NO	THO001	THOMPSON HEATING &	100000	Released	164361.49
				GRAND TOTAL			772784.64

* Gap in sequence

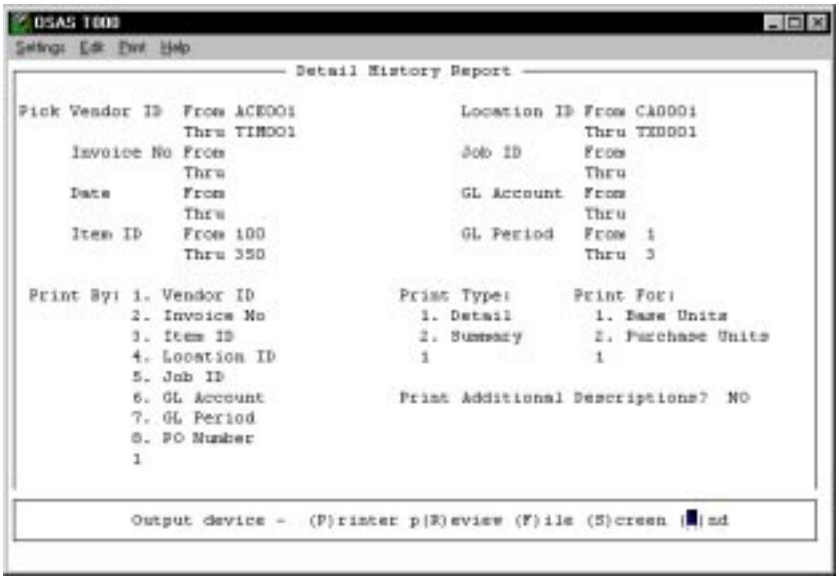
Detail History Report

The Detail History Report, which you can print in either detailed or summary format, contains information from the APHIxxx (Detail History) file. You can use it to review the purchases and returns you made and miscellaneous debits and material requisitions.

You cannot produce the report if you did not elect to keep detail history in the Resource Manager Options and Interfaces function.

Detail History Report Screen

Select **Detail History Report** from the History Reports menu. The function screen appears.



1. Enter the range of vendors you want in the report (A6).

2. Enter the range of invoice numbers you want in the report (A8).

3. Enter the range of dates associated with the vendors' invoices you want in the report.

4. Enter the range of item IDs associated with the vendors' invoices you want in the report (A20).

5. Enter the range of location IDs associated with the vendors' invoices you want in the report (A6).

6. Enter the range of job IDs associated with the vendors' invoices you want in the report (A6). (The **Inquiry** command is available if Accounts Payable is interfaced with Job Cost.)

7. Enter the range of general ledger accounts associated with the vendor's invoices you want in the report (A6). (The **Inquiry** command is available if Accounts Payable is interfaced with General Ledger.)

8. Enter the range of general ledger periods whose history you want in the report.

9. Select the option by which to organize the report.

10. Select the level of detail you want in the report.

11. Select the type of units on which you want the totals to be calculated.

    If Accounts Payable is interfaced with Inventory, the base unit may be the smallest unit the item is priced by; for example, computer diskettes might be priced by the individual diskette even though they are packaged in boxes of 100.

12. Specify whether you want to print additional descriptions. This option is available only if you elected to use additional descriptions in the Resource Manager Options and Interfaces function.

13. Select the output device.

A sample Detail History Report is at the end of this section.

After the report is produced, the History Reports menu appears.

Detail History Report

06/01/1999 Builders Supply Page 1
3:16 PM Detail History Report
Detail by Vendor ID

Vendor ID / Name	Invoice	Date	P.O.	GL Period / GL Account	Job Phase	Cost Loc. ID, Item ID / Code Description	Units	Quantity / Unit Cost	Ext. Cost
VENDOR ACE001 ACE PLUMBING SUPPLY COMPANY									
ACE001		10/28/1999	10	10	MN0001	100	EA	1.0000	100.00
			1040	1040	LAKSDJF			100.0000	
ACE001		12/28/1999	12	12	MN0001	200	EA	1.0000	200.00
			1040	1040				200.0000	
ACE001		10/28/1999	10	10	MN0001	300	EA	1.0000	300.00
			1040	1040				300.0000	
ACE001		10/28/1999	10	10	MN0001	100	EA	1.0000	100.00
			1040	1040				100.0000	
ACE001		12/28/1999	12	12	MN0001	200	EA	1.0000	200.00
			1040	1040				200.0000	
ACE001		10/28/1999	10	10	MN0001	300	EA	1.0000	300.00
			1040	1040				300.0000	
ACE001	1555	12/04/1999	12	12	MN0001	100	PKG	10.0000	123.27
			1040	1040	ELECTRICAL PACKAGE			12.3270	
ACE001	1555	12/04/1999	12	12	MN0001	150	PKG	10.0000	12334.47
			1040	1040	PLUMBING PACKAGE			1233.4470	
ACE001	1555	12/04/1999	12	12	MN0001	200	PKG	15.0000	2207.59
			1040	1040	HEATING/COOLING PACKAGE			147.1727	
ACE001	1555	12/04/1999	12	12	MN0001	250	CS	30.0000	9166.75
			1040	1040	EXTERIOR PANELS			305.5583	
ACE001	1555	12/04/1999	12	12	MN0001	250	CS	10.0000	3055.58
			1040	1040	EXTERIOR PANELS			305.5580	
ACE001	1555	12/04/1999	12	12	MN0001	100	PKG	10.0000	123.27
			1040	1040	ELECTRICAL PACKAGE			12.3270	
VENDOR TIM001 TOTAL				1044		MILLWORK PACKAGE		37.3937	
								5885.0000	113769.98

06/01/1999 Builders Supply Page 7
3:16 PM Detail History Report
Detail by Vendor ID

Vendor ID / Name	Invoice	Date	P.O.	GL Period / GL Account	Job Phase	Cost Loc. ID, Item ID / Code Description	Units	Quantity / Unit Cost	Ext. Cost

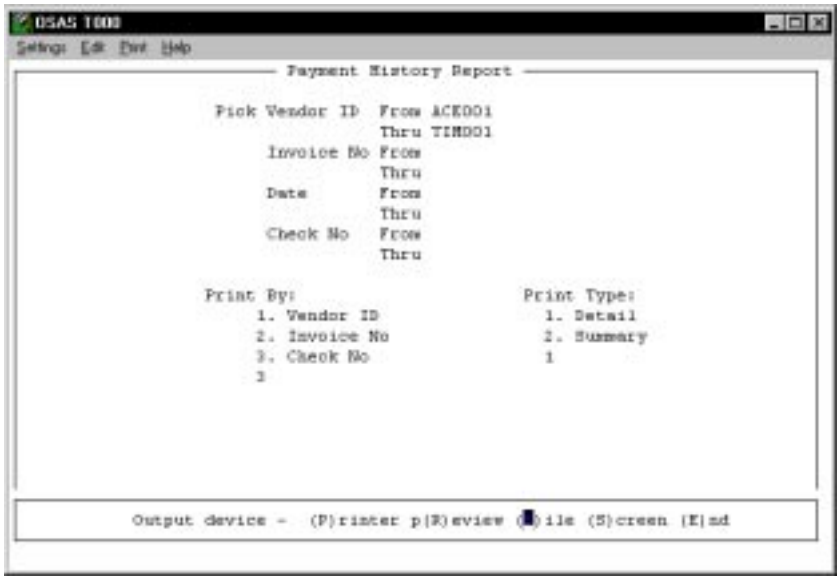
Payment History Report

The Payment History Report lists paid invoices, check numbers, check dates, voided check information, and payment types. This information comes from the transactions that were posted to the APHIxxx (Detail History) file.

You cannot produce the report if you did not elect to keep detail history in the Resource Manager Options and Interfaces function.

Payment History Report Screen

Select **Payment History Report** from the History Reports menu. The function screen appears.



1. Enter the range of vendors you want in the report (A6).

2. Enter the invoice numbers you want in the report (A8).

3. Enter the range of dates associated with the vendors' invoices you want in the report.

4. Enter the range of check numbers associated with the vendors' invoices you want in the report (N6).

5. Select the option by which to organize the report.

6. Select the amount of detail you want in the report.

7. Select the output device.

A sample Payment History Report is at the end of this section.

After the report is produced, the History Reports menu appears.

Payment History Report

```
05/31/1999                                  Builders Supply                                  Page    1
2:29 PM                                  Payment History Report
                                      Summary by Check Number

Vendor Vendor                  Check    Check                          Gross Amount     Deductions     Net Paid  Payment
ID     Name                    Number   Date                                                                    Type
------ ----------------------- -------- -------- ---------------------------------- -------------- ------------ --------

ACE001 ACE PLUMBING SUPPLY COMPANY     CASH10   10/30/1999

                                CASH TOTALS                              100.00           1.00         99.00

ACE001 ACE PLUMBING SUPPLY COMPANY     0001239  11/20/1999

                                CHECK NUMBER 0001239 TOTALS              90190.84           .00      90190.84

ACE001 ACE PLUMBING SUPPLY COMPANY     0003245  07/20/1999

                                CHECK NUMBER 0003245 TOTALS              26701.19           .00      26701.19

ACE001 ACE PLUMBING SUPPLY COMPANY     0005608  08/22/1999

                                CHECK NUMBER 0005566 TOTALS              90757.78           .00      90757.78

ACE001 ACE PLUMBING SUPPLY COMPANY     0005610  10/30/1999

                                CHECK NUMBER 0005666 TOTALS              74851.20           .00      74851.20

ACE001 ACE PLUMBING SUPPLY COMPANY     0213423  12/28/1999

                                CHECK NUMBER 0213423 TOTALS                200.00          2.00        198.00

ACE001 ACE PLUMBING SUPPLY COMPANY     0903222  10/28/1999

                                CHECK NUMBER 0903222 TOTALS              220952.41       1949.07     219003.34

                                GRAND TOTAL                              503753.42       1952.07     501801.35

                                End of Report
```

Tax Audit Report

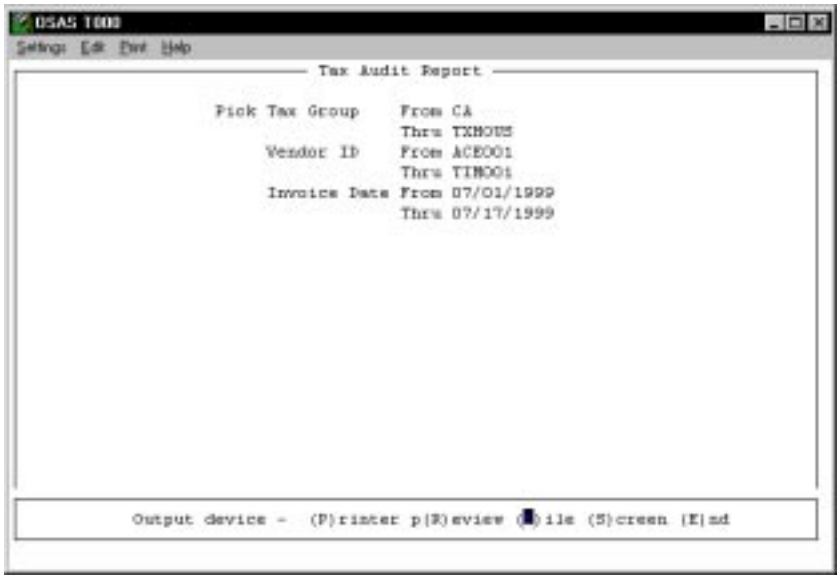
The Tax Audit Report shows the tax and refundable amounts allocated to five tax levels. This information comes from the transactions posted to the APHIxxx (Detail History) file.

Produce this report before you delete records or purge history.

You cannot produce the report if you did not elect to keep detail history in the Resource Manager Options and Interfaces function.

Tax Audit Report Screen

Select **Tax Audit Report** from the History Reports menu. The function screen appears.



1. Enter the range of tax groups you want in the report (A6).

2. Enter the range of vendors you want in the report (A8).
3. Enter the range of invoice dates you want in the report.
4. Select the output device.

A sample Tax Audit Report is at the end of this section.

After the report is produced, the History Reports menu appears.

Tax Audit Report

11/27/1999 Builders Supply Page 1
1:02 PM Tax Audit Report

Invoice Date	Invoice Number	Vendor ID	Invoice Subtotal	Level 1 Tax	Level 2 Tax	Level 3 Tax	Level 4 Tax	Level 5 Tax
Tax Group CAR				CAR				
07/08/1994	13299	ACE001	40066.80	2404.01	.00	.00	.00	.00
07/09/1994	12985	ACE001	132445.50	7946.73	.00	.00	.00	.00
07/11/1994	13298	ACE001	22547.20	1352.83	.00	.00	.00	.00
07/14/1994	12905	ACE001	103872.00	6232.32	.00	.00	.00	.00
07/14/1994	13108	ACE001	252249.00	15134.94	.00	.00	.00	.00
09/22/1994	14211	ACE001	35305.20	2118.31	.00	.00	.00	.00
10/09/1994	14388	ACE001	1370.20	82.21	.00	.00	.00	.00
10/15/1994	1710486	ATT001	200.00	12.00	.00	.00	.00	.00
11/05/1994	15200	ACE001	65910.49	3954.64	.00	.00	.00	.00
11/15/1994	1710625	ATT001	400.00	24.00	.00	.00	.00	.00
12/11/1994	15701	ACE001	18870.50	1132.23	.00	.00	.00	.00
01/15/1999	1710989	ATT001	200.00	12.00	.00	.00	.00	.00
02/11/1999	17044	ACE001	19965.92	1197.96	.00	.00	.00	.00
02/15/1999	1711101	ATT001	200.00	12.00	.00	.00	.00	.00
02/17/1999	16988	ACE001	108253.20	6495.19	.00	.00	.00	.00
03/11/1999	18911	ACE001	292203.50	17532.21	.00	.00	.00	.00
03/15/1999	1711284	ATT001	200.00	12.00	.00	.00	.00	.00
04/06/1999	19021	ACE001	18042.20	1082.53	.00	.00	.00	.00
04/15/1999	1711406	ATT001	200.00	12.00	.00	.00	.00	.00
05/24/1999	20342	ACE001	88865.10-	5331.91-	.00	.00	.00	.00
06/01/1999	22110	ACE001	40419.00	2425.14	.00	.00	.00	.00
06/15/1999	1711672	ATT001	200.00	12.00	.00	.00	.00	.00
07/15/1999	1711807	ATT001	200.00	12.00	.00	.00	.00	.00
08/12/1999	24920	ACE001	67365.00	4041.90	.00	.00	.00	.00
08/15/1999	1711999	ATT001	200.00	12.00	.00	.00	.00	.00
09/15/1999	1712141	ATT001	200.00	12.00	.00	.00	.00	.00
10/15/1999	1712371	ATT001	200.00	12.00	.00	.00	.00	.00
11/04/1999	30072	ACE001	107603.94	6456.24	.00	.00	.00	.00
11/15/1999	1712508	ATT001	200.00	12.00	.00	.00	.00	.00
12/09/1999	30820	ACE001	200073.55	12004.43	.00	.00	.00	.00
12/15/1999	1712693	ATT001	200.00	12.00	.00	.00	.00	.00
Tax Group CAR	TOTAL		1440498.10	86429.91	.00	.00	.00	.00
GRAND TOTALS			1440498.10	86429.91	.00	.00	.00	.00

Summary Invoice History Report

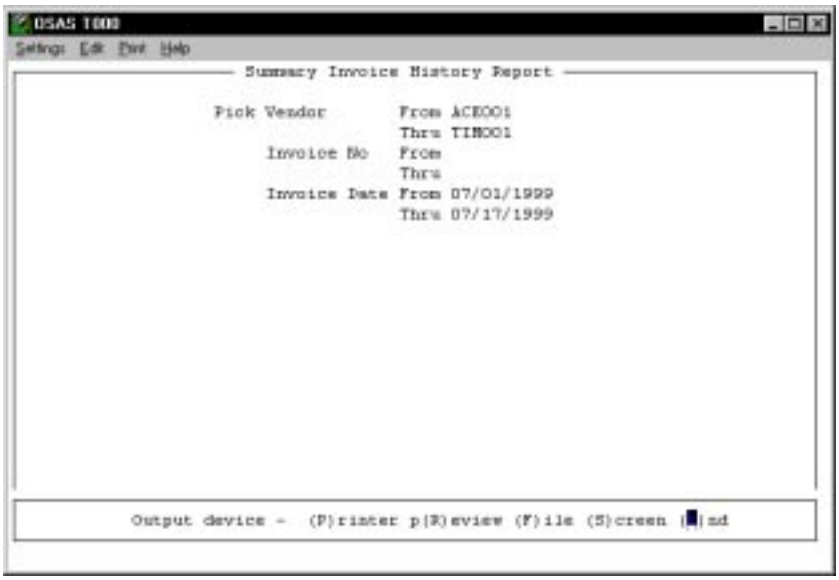
The Summary Invoice History Report summarizes invoice line–item detail history. This information comes from the transactions that were posted to the APHIxxx (Detail History) file.

Produce this report before you delete records or purge history.

You cannot produce the report if you did not elect to keep detail history in the Resource Manager Options and Interfaces function.

Summary Invoice History Report Screen

Select **Summary Invoice History Report** from the History Reports menu. The function screen appears.



1. Enter the range of vendors you want in the report (A6).

2. Enter the range of invoice numbers you want in the report (A8).

3. Enter the range of dates associated with the vendors' invoices you want in the report.

4. Select the output device.

A sample Summary Invoice History Report is at the end of this section.

After the report is produced, the History Reports menu appears.

Summary Invoice History Report

12/04/1999 Builders Supply Page 1
2:58 PM Summary Invoice History Report

Vendor	Invoice	Inv. Date	PO No.	Per.	Tran. Type	Subtotal	Sales Tax	Freight	Miscellaneous	Total
ACE001	12965	07/14/1994	14019014	07	Invoice	103872.00	6232.32	.00	.00	110104.32
ACE001	12985	07/09/1994	14019016	07	Invoice	132445.50	7946.73	.00	.00	140392.23
ACE001	13108	07/14/1994	14019022	07	Invoice	252249.00	15134.94	.00	.00	267383.94
ACE001	13298	07/11/1994	14019025	07	Invoice	22547.20	1352.83	.00	.00	23900.03
ACE001	13299	07/08/1994	14019026	07	Invoice	40066.80	2404.01	.00	.00	42470.81
ACE001	14211	09/22/1994	14019033	09	Invoice	35305.20	2118.31	.00	.00	37423.51
ACE001	14388	10/09/1994	14019037	10	Invoice	1370.20	82.21	.00	.00	1452.41
ACE001	15200	11/05/1994	14019042	11	Invoice	65910.49	3954.64	.00	.00	69865.13
ACE001	15701	12/11/1994	14019061	12	Invoice	18870.50	1132.23	.00	.00	20002.73
ACE001	16988	02/17/1999	14019070	02	Invoice	108253.20	6495.19	.00	.00	114748.39
ACE001	17044	02/11/1999	14019072	02	Invoice	19965.92	1197.96	.00	.00	21163.88
ACE001	18911	03/11/1999	14019078	03	Invoice	292203.50	17532.21	.00	.00	309735.71
ACE001	19021	04/06/1999	14019086	04	Invoice	18042.20	1082.53	.00	.00	19124.73
ACE001	20342	05/24/1999	14019092	05	Invoice	88865.10-	5331.91-	.00	.00	94197.01-
ACE001	22110	06/01/1999	14019094	06	Invoice	40419.00	2425.14	.00	.00	42844.14
ACE001	24920	08/12/1999	14019105	08	Invoice	67365.00	4041.90	.00	.00	71406.90
ACE001	30072	11/04/1999	14019125	11	Invoice	107603.94	6456.24	.00	.00	114060.18
ACE001	30820	12/09/1999	14019140	12	Invoice	200073.55	12004.43	.00	.00	212077.98
Vendor	ACE001	ACE PLUMBING SUPPLY COMPANY			TOTAL	1437698.10	86261.91	.00	.00	1523960.01
ATT001	1710486	10/15/1994	14019038	10	Invoice	200.00	12.00	.00	.00	212.00
ATT001	1710625	11/15/1994	14019052	11	Invoice	400.00	24.00	.00	.00	424.00
ATT001	1710989	01/15/1999	14019065	01	Invoice	200.00	12.00	.00	.00	212.00
ATT001	1711101	02/15/1999	14019074	02	Invoice	200.00	12.00	.00	.00	212.00
ATT001	1711284	03/15/1999	14019081	03	Invoice	200.00	12.00	.00	.00	212.00
ATT001	1711406	04/15/1999	14019088	04	Invoice	200.00	12.00	.00	.00	212.00
ATT001	1711672	06/15/1999	14019096	06	Invoice	200.00	12.00	.00	.00	212.00
ATT001	1711807	07/15/1999	14019101	07	Invoice	200.00	12.00	.00	.00	212.00
ATT001	1711999	08/15/1999	14019106	08	Invoice	200.00	12.00	.00	.00	212.00
ATT001	1712141	09/15/1999	14019112	09	Invoice	200.00	12.00	.00	.00	212.00
ATT001	1712371	10/15/1999	14019120	10	Invoice	200.00	12.00	.00	.00	212.00
ATT001	1712508	11/15/1999	14019131	11	Invoice	200.00	12.00	.00	.00	212.00
ATT001	1712683	12/15/1999	14019142	12	Invoice	200.00	12.00	.00	.00	212.00
Vendor	ATT001	ATLANTIS TELEPHONE CO.			TOTAL	2800.00	168.00	.00	.00	2968.00
BOR001	1208	11/17/1999	14019130	11	Invoice	16114.00	966.84	.00	.00	17080.84
BOR001	241	08/21/1994	14019030	08	Invoice	16812.00	1008.72	.00	.00	17820.72
BOR001	301	11/01/1994	14019048	11	Invoice	73863.20	4431.80	.00	.00	78295.00
BOR001	328	11/15/1994	14019051	11	Invoice	12534.50	752.07	.00	.00	13286.57
BOR001	409	01/15/1999	14019069	01	Invoice	19020.10	1141.21	.00	.00	20161.31
BOR001	551	09/15/1999	14019117	09	Invoice	117605.40	7056.32	.00	.00	124661.72

Vendor Activity Report

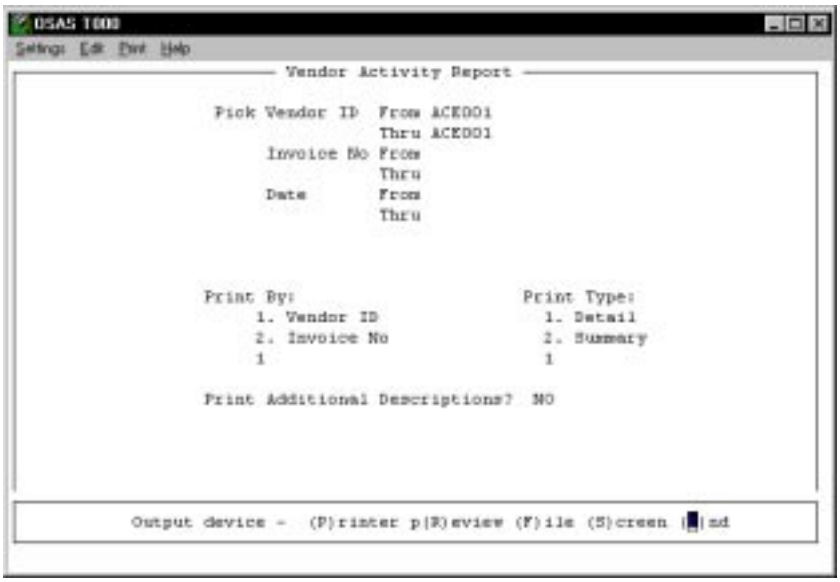
The Vendor Activity Report shows what you bought, who sold it to you, and how often you bought it. This information comes from the transactions that were posted to the APHIxxx (Detail History) file.

Produce an audit copy of this report before you delete records or purge history.

You cannot produce the report if you did not elect to keep detail history in the Resource Manager Options and Interfaces function.

Vendor Activity Report Screen

Select **Vendor Activity Report** from the History Reports menu. The function screen appears.



1. Enter the range of vendors you want in the report (A6).

2. Enter the range of invoice numbers you want in the report (A8).

3. Enter the range of dates associated with the vendors' invoices you want in the report.

4. Select the option by which to organize the report.

5. Select the amount of detail you want in the report.

6. If you want the report to include additional descriptions, enter **Y**; if not, enter **N**. This option is available only if you elected to use additional descriptions in the Resource Manager Options and Interfaces function.

7. Select the output device.

A sample Vendor Activity Report is at the end of this section.

After the report is produced, the History Reports menu appears.

Vendor Activity Report

```
12/04/1999                                  Builders Supply                                  Page    1
3:17 PM                                  Vendor Activity Report
                                           Detail by Vendor

Vendor ID Invoice   Invoice   Type
Name      Number    Date
---------------------------------

ACE001    12985     07/14/1994 Invoice
ACE PLUMBING SUPPLY COMPANY
          Invoice   P.O.      General Ledger  Job   Cost Loc. ID, Item ID          Units    Quantity    Ext. Cost
                    Number    Per. and Acct.  Phase Code Description               Unit Cost
-------------------------------------------------------------------------------------------------------------------

                    14019014  07  104000                MN0001  100              PKG      300.0000    103872.00
                                                        Electrical Package                346.2400
                  ---------------------------------------------------------------------------------------------
          Subtotal  103872.00 Tax     6232.32 Freight          .00 Misc.                .00 Total    110104.32
                    Payment Check No.Date   Gross Amount   Deductions    Net Amount
                    ------------------------------------------------------------
                            0000001 08/27/1994  110104.32      1101.04    109003.28
                                    Invoiced    Gross Paid    Deductions    Net Paid    Balance
                    ------------------------------------------------------------------------
          12985     TOTAL   110104.32           110104.32     1101.04       109003.28   .00
ACE001    12985     07/09/1994 Invoice
ACE PLUMBING SUPPLY COMPANY
          Invoice   P.O.      General Ledger  Job   Cost Loc. ID, Item ID          Units    Quantity    Ext. Cost
                    Number    Per. and Acct.  Phase Code Description               Unit Cost
-------------------------------------------------------------------------------------------------------------------

                    14019016  07  104000                MN0001  150              PKG      150.0000    132445.50
                                                        Plumbing Package                  882.9700
                  ---------------------------------------------------------------------------------------------
          Subtotal  132445.50 Tax     7946.73 Freight          .00 Misc.                .00 Total    140392.23
                    Payment Check No.Date   Gross Amount   Deductions    Net Amount
                    ------------------------------------------------------------
                            0000001 08/27/1994  140392.23          .00    140392.23
                                    Invoiced    Gross Paid    Deductions    Net Paid    Balance
                    ------------------------------------------------------------------------
          12985     TOTAL   140392.23           140392.23     .00           140392.23   .00
```

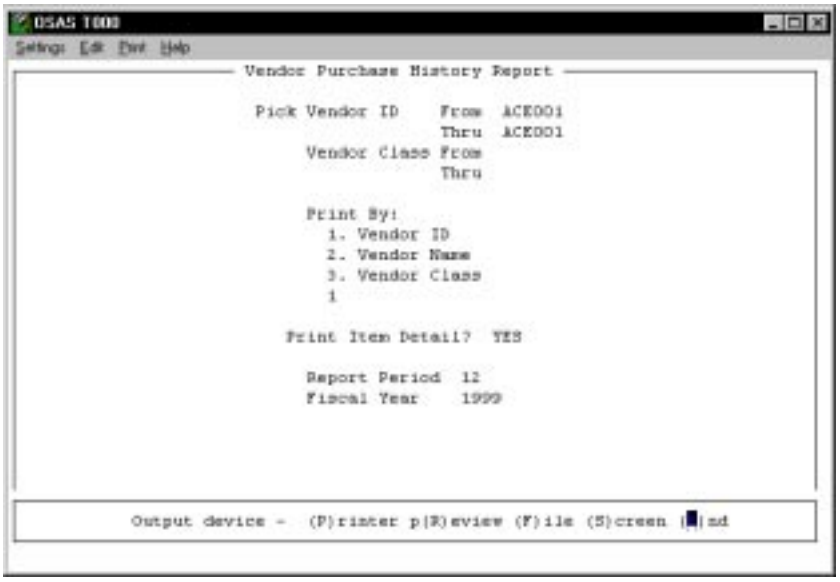
Vendor Purchase History Report

The Vendor Purchase History Report shows how much you have purchased from vendors. You can list only vendor purchase history, or you can include item detail. If you elect to include item detail, the report shows the quantities of each item purchased.

You cannot produce the report if you did not elect to keep summary history in the Resource Manager Options and Interfaces function, if the reporting period you specify has no summary history, or if you did not build the APPDxxx table.

Vendor Purchase History Report Screen

Select **Vendor Purchase History Report** from the History Reports menu. The function screen appears.



1. Enter the range of vendors you want in the report (A6).

2. Enter the range of vendor classes whose information you want in the report (A6).

3. Select the option by which to organize the report.

4. If you want the report to list item history, enter **Y**; if not, enter **N**. This option is available only if you elected to keep item history in the Resource Manager Options and Interfaces function.

5. Press **Enter** to base the data in the report on the current period that is displayed from the APPDxxx table, or enter a different period.

6. Press **Enter** to base the data in the report on the current fiscal year that is displayed from the APPDxxx table, or enter a different fiscal year.

A sample Vendor Purchase History Report is at the end of this section.

After the report is produced, the History Reports menu appears.

Percent of the Total

The value in the %Tot column is the percentage of the value on the line to the next increment of measure.

The information on the vendor line is from the vendor record in the APHSxxx (Summary History) file for the specified period and year. The vendor line's %Tot value, which is also stored in this file, is calculated as the amount for the vendor divided by the total amount for the company.

The %Tot value listed for items or jobs is the amount of the item divided by the vendor's total amount.

The amounts on the Grand Totals lines are the sum total of the amounts printed in the report. The %Tot value is calculated as the Grand Total divided by the company total from the APHSxxx file for this period and year. The %Tot may be less than 100.00 if you produce this report for a range of vendor IDs or vendor classes.

Vendor Purchase History Report

```
12/04/1999                                  Builders Supply                                  Page  1
3:37 PM                          Vendor Purchase History Report with Job and Item Detail
                                              for Period 12/1999
                                                 By Vendor ID

Vendor ID                                  --Quantity Purchased-------Purchases------
Item ID                                     Quantity  UOM          Amount    %Tot.
---------------------------------------------------------------------------------------

ACE001 ACE PLUMBING SUPPLY COMPANY                                212077.98   182.39

150                                        140.0000  PKG          127054.20    59.91
200100                                      15.0000  EA             5691.60     2.68
200200                                      15.0000  EA             3412.95     1.61
200300                                      15.0000  EA             6449.25     3.04
200400                                      15.0000  EA             1911.00      .90
200500                                      15.0000  EA              712.50      .34
200600                                      15.0000  EA             1127.25      .53
250                                         40.0000  CS            53714.80    25.33

TOTAL Items and Jobs                                              200073.55    94.34

ATT001 ATLANTIS TELEPHONE CO.                                        212.00      .10

                                             1.0000  EA              200.00    94.34

TOTAL Items and Jobs                                                 200.00    94.34

BOR001 BORIS CONSTRUCTION COMPANY                                      .00      .00

TOTAL Items and Jobs                                                   .00      .00

CLE001 CLEVELAND INTERIORS, INC.                                   27295.48    23.47

100                                         10.0000  PKG            3435.50    12.59
250                                         10.0000  CS            13428.70    49.20
300                                         15.0000  EA              330.15     1.21
400                                         10.0000  PKG            8556.10    31.35

TOTAL Items and Jobs                                               25750.45    94.34

EDD001 EDDY APPLIANCE CO.                                          40232.30-   34.60-

100                                          6.0000- EA             3600.00-    8.95
                                           100.0000- PKG           34355.00-   85.39

TOTAL Items and Jobs                                               37955.00-   94.34

ELL001 ELLIS ELECTRICAL SUPPLY                                         .00      .00

TOTAL Items and Jobs                                                   .00      .00
```

Pay Invoices 9

Change Open Invoice Status	9-3
Hold/Release Invoices	9-5
Prepare Checks	9-7
Select Payables	9-11
Edit Register	9-13
Print Checks	9-15
Check Register	9-19
Post Payments	9-21
Void Checks	9-27

Change Open Invoice Status

Use the Change Open Invoice Status function to change the status of a group of invoices to *hold*, *released*, or *temporary.* To change the status of one invoice, use the Hold/Release Invoices function.

Change Open Invoice Status Screen

Select **Change Open Invoice Status** from the Pay Invoices menu. The function screen appears.

1. Enter the range of vendors whose invoice statuses you want to change (A6).

2. Enter the range of vendor priorities associated with the invoices whose status you want to change (N1).

3. Enter the due date of the invoices whose status you want to change.

4. Select the current status of the invoices.

5. Enter the new status of the invoices. (If you enter a status of paid, you will not be able to change it later.)

When you are finished specifying status change information, save the information (**PgDn**). The Pay Invoices menu appears.

Hold/Release Invoices

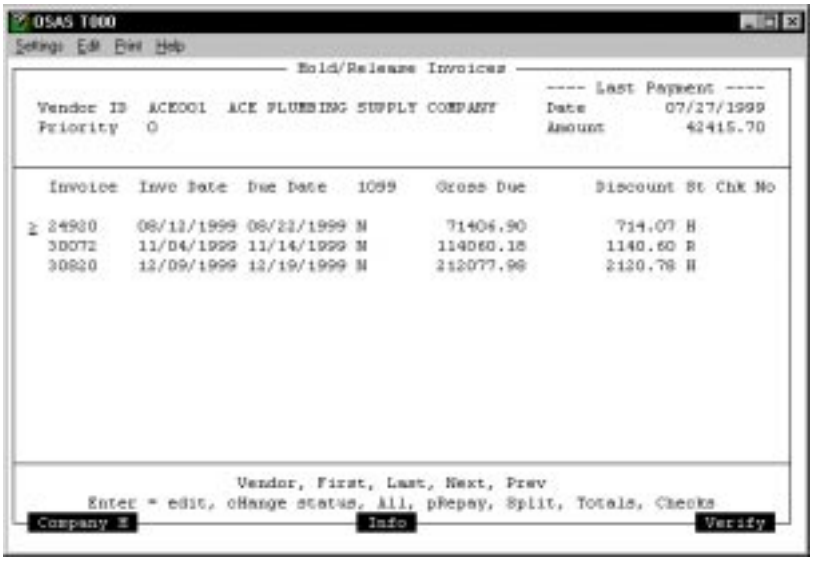
Use the Hold/Release Invoices function to change the status of an invoice. This function is valuable if you need to change the status of a particular invoice from what it was when you entered it.

You can put an invoice on permanent or temporary hold so that it is not automatically paid when you prepare and print checks. (An invoice on temporary hold is automatically released when you post.) You can also release an invoice that is on permanent or temporary hold.

You can pay off an invoice at once, change an invoice's due date and discount amount, and split the invoice amount into an unlimited number of payment installments.

Hold/Release Invoices Screen

Select **Hold/Release Invoices** from the Pay Invoices menu. The function screen appears.


OSAS T000
Settings Edit Print Help
Hold/Release Invoices
Vendor ID ACE001 ACE PLUMBING SUPPLY COMPANY
Priority 0
---- Last Payment ----
Date 07/27/1999
Amount 42415.70
Invoice Invc Date Due Date 1099 Gross Due Discount St Chk No
> 24920 08/12/1999 08/22/1999 N 71404.90 714.07 H
30072 11/04/1999 11/14/1999 N 114060.18 1140.60 H
30820 12/09/1999 12/19/1999 N 212077.98 2120.78 H
Vendor, First, Last, Next, Prev
Enter = edit, cHange status, All, pRepay, Split, Totals, Checks
Company #
Info
Verify

Command bar

Vendor, **First**, **Last**, **Next**, **Prev**, **Enter = edit**, **cHange status**, **All**, **pRepay**, **Split**, **Totals**, **Checks**

To view invoices for a different vendor, press **V**. Then enter the vendor ID.

To hold or release invoices for the first vendor on file, press **F**.

To hold or release invoices for the last vendor on file, press **L**.

To hold or release invoices for the next vendor on file, press **N**.

To hold or release invoices for the previous vendor on file, press **P**.

To edit an invoice, move the prompt (>) to the invoice, and press **Enter**. Accept the displayed due date, or enter the due date. Then accept the displayed discount amount, or enter the discount amount.

To change an invoice's status by toggling between different statuses, press **H**. The statuses appear in chronological order: *temporary, hold, released*. Keep pressing **H** until the correct status appears.

To change the status of all invoices from one type to another (for the vendor you are working with), press **A** and select the new status.

To pay an invoice that is not due yet, press **R**. Then enter the check number of the prepayment.

To split payments for an invoice, press **S**. Then enter the payment and date due.

To view totals for the vendor, press **T**. When you are finished looking at the totals, press any key to return to the Hold/Release Invoices screen.

To view check totals, press **C**. When you are finished looking at the check totals, press any key to return to the Hold/Release Invoices screen.

When you are finished assigning information to the invoices, save the information (**PgDn**). When you are finished working with information for the vendor, enter another vendor ID or exit to the Pay Invoices menu.

Prepare Checks

Use the Prepare Checks function to create a record of released invoices that are due to be paid in the APCHxxx (Checks) file. After you prepare checks, you produce a log that shows prepaid invoice and check totals (after checks are printed). If errors occur while you prepare checks, they are also listed in the log.

If you want to prepare a check for only one invoice, you have two options:

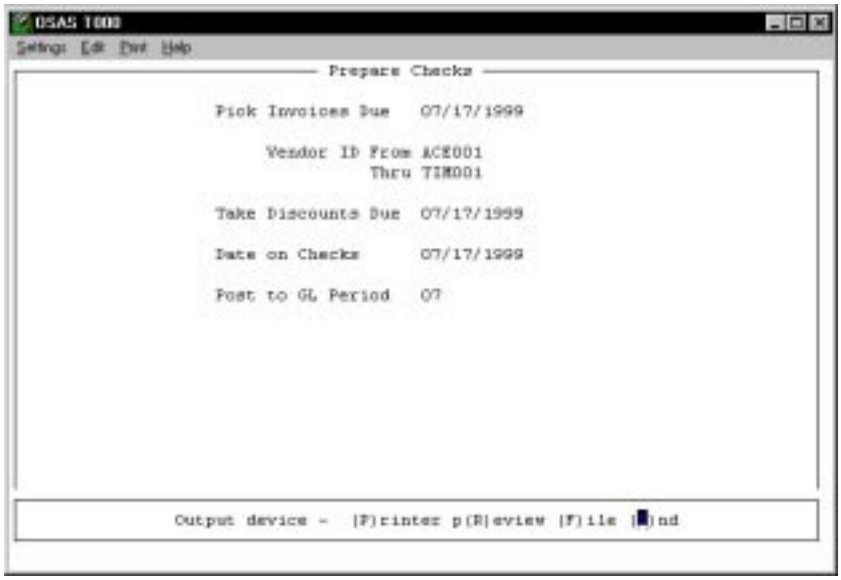
- Use the Invoices function, page 4-9, to find out which invoices are released for the vendor. Use the Hold/Release Invoices function, page 9-5, to hold all invoices except the one whose check you want to prepare. Then use the Prepare Checks function to enter the vendor ID.

- Issue a manual check for the invoice. Then use the Hold/Release Invoices function to mark the invoice as prepaid.

If you prepare a check for an invoice that you do not want to pay, put the invoice on hold (ch. , sec.). Then before you print or post checks, prepare the checks again, leaving out the held check.

Prepare Checks Screen

Select **Prepare Checks** from the Pay Invoices menu. The function screen appears.



If you already prepared a batch of checks but did not complete the pay invoices steps, the selections from the last time you used the Prepare Checks function appear with the following prompt:

Checks already on file. Do you want to start over?

If you want to erase the checks on file and reprepare, enter **Y**. If you do not want to start over, enter **N** and exit from the function. Complete the pay invoices steps for the batch of checks that automatically appeared, and then prepare checks for the new batch.

1. Enter the due date for the invoices whose checks you want to prepare.

Prepaid invoices are always included regardless of the due date you enter for invoices. If you want to prepare checks for prepaid invoices only, enter a date before the system date in the Pick Invoices Due field.

2. Enter the range of vendors whose checks you want to prepare (A6).

3. Enter the date on and after which you want discounts taken. No discounts are taken into account for invoices marked before this date.

4. Enter the date you want printed on the checks.

5. Press **Enter** to post the checks to the displayed period, or enter a different period.

6. Select the output device.

A sample log is at the end of this section.

After the log is produced, the Pay Invoices menu appears.

Prepare Checks Log

```
05/31/1999                                  Builders Supply                  Page    1
2:36 PM                                     Prepare Checks
Invoices Due 12/07/1999

Vendors ACE001 Thru TIM001

Discounts Due 12/07/1999

Post to GL Period 12

                                  Gross        Discount           Net
                          ---------------  ---------------  ---------------
Prepaid Checks                      .00              .00              .00
Checks to Print                72749.30              .00         72749.30
                          ---------------  ---------------  ---------------
TOTALS                         72749.30              .00         72749.30

                End of Report
```

Select Payables

Use the Select Payables function to see the checks that have been prepared for printing for a vendor and to specify which checks you do not want to print.

Select Payables Screen

Select **Select Payables** from the Pay Invoices menu. The function screen appears.

OSAS T000
Settings Edit Print Help
Select Payables
---- Last Payment ----
Vendor ID ACE001 ACE PLUMBING SUPPLY COMPANY
Date 07/27/1999
Priority 0
Amount 42415.70
Invoice Invc Date Due Date Drop Gross Due Disc Taken Net Due
>30072 11/04/1999 11/14/1999 N 114060.18 .00 114060.18
Vendor Total Grand Total Prepaid Total
Prepared 114060.18 305739.61 -155509.31
Dropped .00 .00
Net Prepared 114060.18 305739.61
Drop, All, Summary, Write, Vendor, First, Last, Next, Prev
Company H
Info
Verify

Vendor ID (A6)

Enter the ID of the vendor whose checks you want to see, or press **Enter** to view information about the first vendor with prepared invoices. The invoice information for the vendor appears.

Command bar

Drop, **All**, **Summary**, **Write**, **Vendor**, **First**, **Last**, **Next**, **Prev**

To change whether or not an invoice is to be dropped from the check preparation process, move the prompt (>) to the invoice number and press **D**. The status in the Drop column changes from *N* to *Y* (will not be prepared) or from *Y* to *N* (will be prepared).

To include all invoices in or exclude all invoices from check preparation, press **A**. At the prompt for the task you want to do, enter **D** to drop all invoices (mark *Y* for all) or **I** to include all invoices (mark *N* for all).

To see a summary of check activity for all vendors, press **S**. The window that appears shows the contents of the APCHxxx (Checks) file.

To write the changes to the APCHxxx file, press **W**. At the prompt for confirmation, enter **Y** if you want to write the changes or **N** if you do not.

To work with invoices for a different vendor, press **V**. Then enter a different vendor ID.

To work with invoices for the first vendor on file, press **F**.

To work with invoices for the last vendor on file, press **L**.

To work with invoices for the next vendor on file, press **N**.

To work with invoices for the previous vendor on file, press **P**.

As you make changes to the APCHxxx file, the vendor totals and the grand totals (for the entire APCHxxx file) at the bottom of the screen change to reflect your changes.

When you are finished selecting checks, press **W** to write (save) the changes. When you write your changes, checks with a drop status of *Y* are removed from the APCHxxx file.

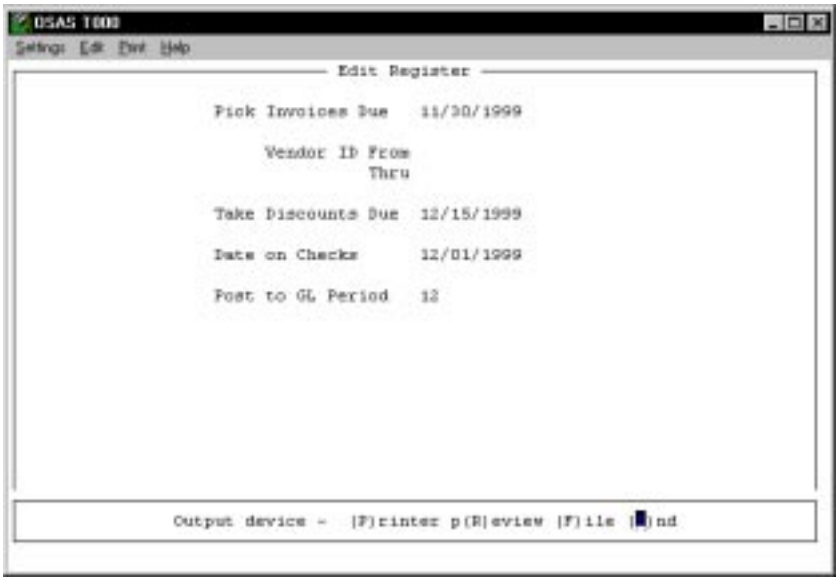
When you are finished making changes, exit to the Pay Invoices menu.

Edit Register

The Edit Register shows the checks you prepared. Before you print the checks, print the Edit Register to check the calculations. If you find inaccuracies, use the Hold/Release Invoices function, page 9-5, to change the invoices.

Edit Register Screen

Select **Edit Register** from the Pay Invoices menu. The function screen appears.



The information you entered in the Prepare Checks function is displayed.

Select the output device.

A sample Edit Register is at the end of this section.

After the register is produced, the Pay Invoices menu appears.

Edit Register

```
05/31/1999                                Builders Supply                                Page    1
2:38 PM                                     Edit Register
                                          Prepaid Checks

                                  ------ Dates -------
Vendor  Vendor                    Check  Check    Invoice                 Gross    Discount       Net
ID      Name                      Number Invoice  Due      Number         Amount   Amount      Paid 1099?
---------------------------------------------------------------------------------------------------------

                                                                          ------------------------------
                                                            TOTAL PREPAID     .00        .00         .00

05/31/1999                                Builders Supply                                Page    2
2:38 PM                                     Edit Register

                                  ------ Dates -------
Vendor  Vendor                    Check  Check    Invoice                 Gross    Discount       Net
ID      Name                      Number Invoice  Due      Number         Amount   Amount      Paid 1099?
---------------------------------------------------------------------------------------------------------

BOR001  BORIS CONSTRUCTION COMPANY 0000000 12/07/1999                     61636.50      .00    61636.50
                                           12/04/1999 12/04/1999 212332   61636.50      .00    61636.50  N

PLA001  PLASTICS & METAL FABRICATORS 0000000 12/07/1999                   10912.80      .00    10912.80
                                           11/20/1999 11/30/1999 231323   10912.80      .00    10912.80  N

TEL001  TELL & JACOBY             0000000 12/07/1999                        200.00      .00      200.00
                                           11/05/1999 12/05/1999          200.00      .00      200.00  Y
                                                                          ------------------------------
Check totals on invoices due 12/07/1999 with discounts due 12/07/1999     72749.30      .00    72749.30
                                                                          ==============================
                                                            GRAND TOTAL   72749.30      .00    72749.30

                                  End of Report
```

Print Checks

After you prepare the checks, you can print and record all the check numbers used for every record in the APCHxxx (Checks) file.

Print Checks Screen

Select **Print Checks** from the Pay Invoices menu. The function screen appears.

The screen shows the dates, vendors, and general ledger period you selected when you prepared checks.

1. Enter **Y** or **N** to indicate whether or not you want to use check saver.

2. If you use prenumbered check forms, enter the number of the first form to use; otherwise, a check number defaults from the FORMxxx table.

3. If you have a print problem, you must restart the Print Checks function. If you restart and you are using this function as a continuation of an earlier instruction, enter the number of the last check that was printed correctly so that only the misprinted checks will be reprinted.

4. If you elected to print the checks, the message **Mount check forms now** appears. After you mount the forms, press **Enter**. An alignment form is printed. (To align the forms, you must enter YES in the Prompt to Mount Forms and Do You Want to Print Alignment Mark Before Printing fields in the Resource Manager Form Codes function.)

5. Check the alignment form. If the *X* is not printed in the alignment box, adjust the form. Then enter **N** to print the alignment character again. Continue this procedure until the form is aligned; then enter **Y**.

6. If you waste some forms during the alignment procedure, change the number in the If Restart, Last Good Check Number field. Then enter **Y** at the **Is the form aligned** prompt.

A sample check is at the end of this section.

After the checks are printed, a check log, which shows the number of checks that were printed and the gross, deductions, and total amounts paid, is displayed. Verify the amounts; then exit to the Pay Invoices menu.

If you enter YES in the Use Check Saver field and have checks with more than 11 invoice lines on a check stub, you are prompted to print the Remittance Advice Log.

A sample Remittance Advice Log is on the next page.

Remittance Advice Log

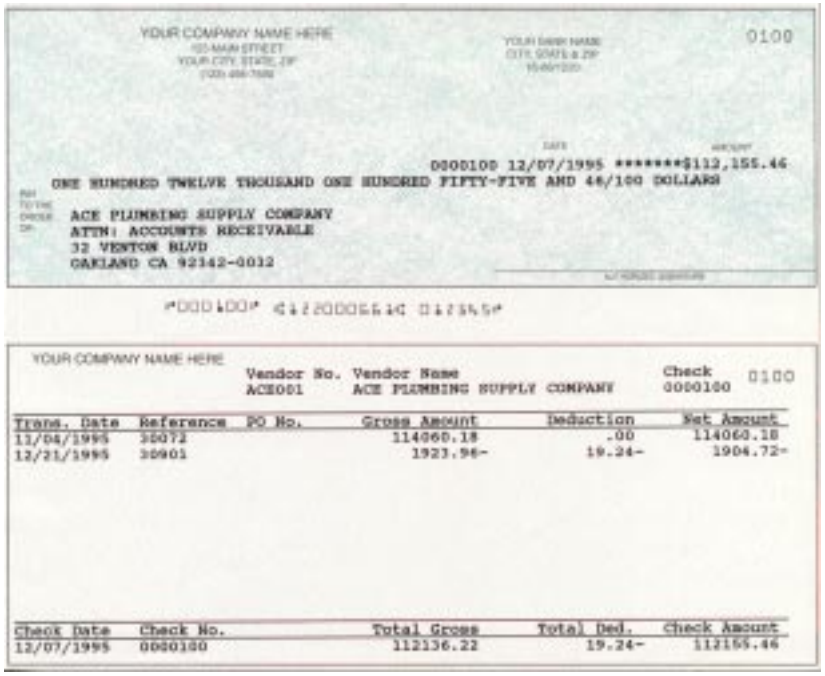
12/31/1999 Builders Supply Page 1
2:26 PM Remittance Advice Log

Vendor ID ACE001 ACE PLUMBING SUPPLY COMPANY

Trans. Date	Reference	PO No.	Gross Amount	Deduction	Net Amount
12/12/1999	1	1	1326.14	.00	1326.14
12/31/1999	10012		364.16	3.64	360.52
12/31/1999	100123		961.98	9.62	952.36
08/12/1999	24920		71106.90	.00	71106.90
11/04/1999	30072		114060.18	.00	114060.18
12/09/1999	30820		212077.98	.00	212077.98
12/21/1999	30896		16397.77	163.98	16233.79
12/21/1999	30901		1923.96-	19.24-	1904.72-
12/31/1999	34533543		23.33	.23	23.10
12/31/1999	43221		1423.44	14.23	1409.21
12/31/1999	4562		240.61	2.41	238.20
12/31/1999	5454312		1098.27	10.98	1087.29
12/31/1999	54642		906.95	9.07	897.88
			418063.75	194.92	417868.83

Check No. 0000017 Date 12/31/1996

The following is a sample check.



YOUR COMPANY NAME HERE
123 MAIN STREET
YOUR CITY, STATE, ZIP
(123) 456-7890

YOUR BANK NAME
CITY, STATE & ZIP
15-687/220

0100

DATE AMOUNT
0000100 12/07/1995 ********$112,155.46

ONE HUNDRED TWELVE THOUSAND ONE HUNDRED FIFTY-FIVE AND 46/100 DOLLARS

PAY TO THE ORDER OF

ACE PLUMBING SUPPLY COMPANY
ATTN: ACCOUNTS RECEIVABLE
32 VENTON BLVD
OAKLAND CA 92142-0032

⑈000100⑈ ⑆122000648⑆ 0123456⑈

YOUR COMPANY NAME HERE

Vendor No. ACE001
Vendor Name ACE PLUMBING SUPPLY COMPANY
Check 0000100 0100

Trans. Date	Reference	PO No.	Gross Amount	Deduction	Net Amount
11/04/1995	30072		114060.18	.00	114060.18
12/21/1995	30901		1923.96-	19.24-	1904.72-

Check Date	Check No.	Total Gross	Total Ded.	Check Amount
12/07/1995	0000100	112136.22	19.24-	112155.46

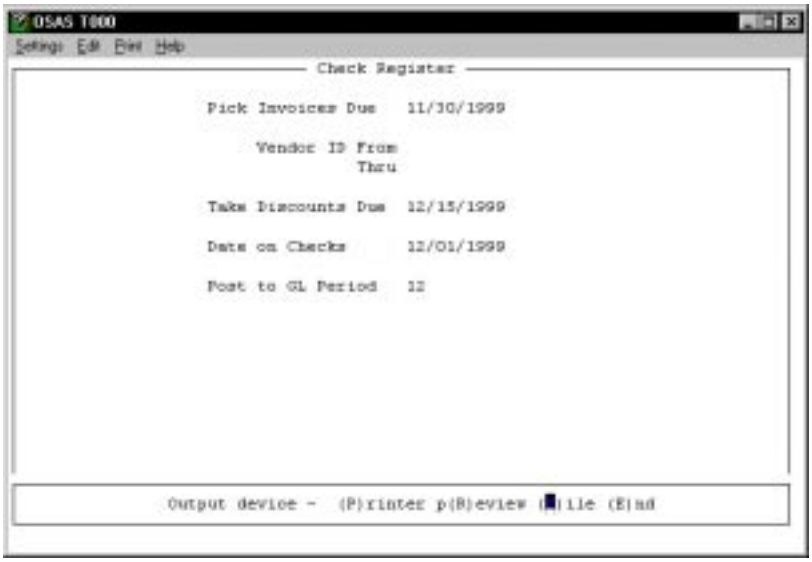
Check Register

Print the Check Register for an audit trail of the vendor checks your company issues.

The Check Register has two sections. The first section lists the checks you used to prepay invoices since the last time you posted payments. The second section lists the checks you used the last time you printed checks.

Check Register Screen

Select **Check Register** from the Pay Invoices menu. The function screen appears.



The dates, vendors, and general ledger period you selected when you prepared checks are displayed.

Select the output device.

A sample Check Register is at the end of this section.

After the Check Register is produced, the Pay Invoices menu appears.

Check Register

```
05/31/1999                              Builders Supply                          Page    1
2:40 PM                                 Check Register
                                        Prepaid Checks

                                  ------ Dates --------
Vendor  Vendor          Check     Check                 Invoice      Gross      Discount      Net
ID      Name            Number    Invoice     Due       Number       Amount     Amount        Paid 1099?
-------------------------------------------------------------------------------------------------------

                                                        TOTAL PREPAID     .00         .00         .00

05/31/1999                                              Builders Supply                  Page    2
2:40 PM                                                 Check Register

                                  ------ Dates --------
Vendor  Vendor          Check     Check                 Invoice      Gross      Discount      Net
ID      Name            Number    Invoice     Due       Number       Amount     Amount        Paid 1099?
-------------------------------------------------------------------------------------------------------

BOR001  BORIS CONSTRUCTION COMPANY
                        0001000   12/07/1999                         61636.50        .00     61636.50
                                  12/04/1999  12/04/1999 212332      61636.50        .00     61636.50   N

PLA001  PLASTICS & METAL FABRICATORS
                        0001001   12/07/1999                         10912.80        .00     10912.80
                                  11/20/1999  11/30/1999 231323      10912.80        .00     10912.80   N

TEL001  TELL & JACOBY
                        0001002   12/07/1999                           200.00        .00       200.00
                                  11/05/1999  12/05/1999               200.00        .00       200.00   Y

Check totals on invoices due 12/07/1999 with discounts due 12/07/1999
                                                                     72749.30        .00     72749.30
                                                        GRAND TOTAL  72749.30        .00     72749.30

End of Report
```

Post Payments

When you post the checks you prepared and printed, invoices that are paid in full are changed to paid status in the APINxxx (Open Invoice) file, the totals and history information in the APVExxx (Vendor) file are updated for the invoices you paid, and the APCHxxx (Checks) file is cleared for the next check cycle.

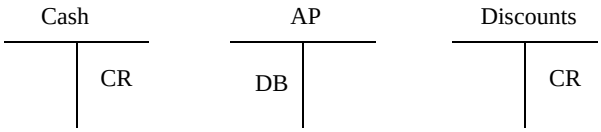
If you elected to keep detail, summary, and check history in the Resource Manager Options and Interfaces function, the invoice information is moved to the APHIxxx (Detail History), APHSxxx (Summary History), and APHC (Check History) files.

Interfaces

General Ledger

If Accounts Payable is interfaced with General Ledger, summary entries of the check and discount amounts are created in the GLJRxxx (Journal) file.

When you post payments, entries are made to several accounts that you specified in the APGLxxx table.



Bank Reconciliation

If Accounts Payable is interfaced with Bank Reconciliation, summary entries of the checks are created in the BRTRxxx (Bank Reconciliation Transactions) file for the bank account ID you specify.

The cash account comes from the BR bank account record. The AP account comes from the distribution code for each vendor.

Before Posting

Before you post, do the following things:

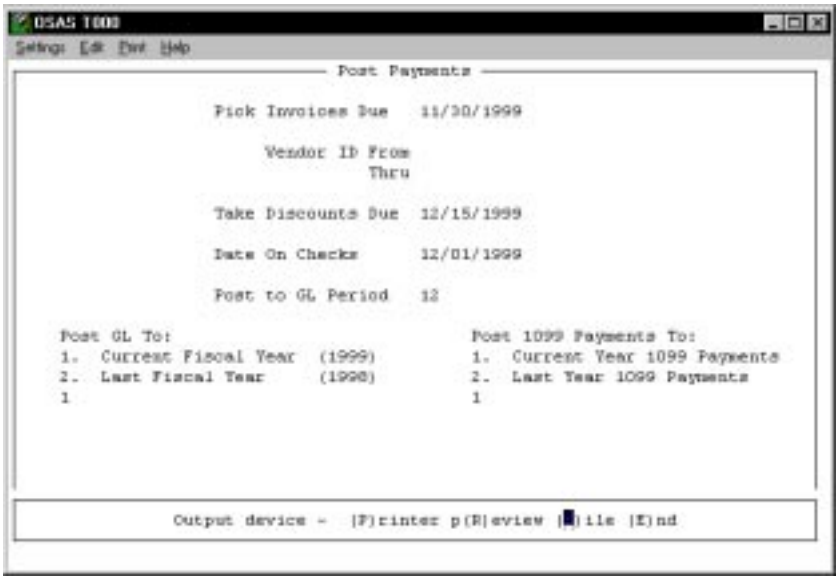
- If you have a multiuser system, make sure that no one else is using the Accounts Payable system. You cannot post if someone else is using the Accounts Payable functions.
- Print the checks, page 9-15.
- Print the Check Register, page 9-19.
- Back up all the data files.

The information on the checks and in the Check Register comes from the APCHxxx and APVExxx files. Posted entries are cleared from the APCHxxx file to make room for the next group of entries. Because you cannot reconstruct either the checks or the register after you post, printing them before you post is important.

Backing up your data files before you post is an important practice. Unforeseen problems such as a power surge or failure, can interrupt the post and result in a loss of data.

Post Payments Screen

Select **Post Payments** from the Pay Invoices menu. The function screen appears.



The dates, vendors, and general ledger period you selected when you prepared checks are displayed.

1. Enter **1** to post the payments to the current-year GLJRxxx file or **2** to post them to the last-year GLJRxxx file. If Accounts Payable is not interfaced with General Ledger or if you have not created last-year data files in General Ledger, *1* is displayed and you cannot change it.

2. To post 1099 payments to the 1099 Payments Year to Date field in the vendor records, enter **1**. To post 1099 payments to the 1099 Payments Last Year field in the vendor records, enter **2**. (See page 3-15 for more information.)

3. If Accounts Payable is interfaced with Bank Reconciliation, accept the displayed bank account ID, or enter a different ID. (If Accounts Payable is not interfaced with Bank Reconciliation, no corresponding field appears.)

4. Select the output device.

The log shows the debits and credits that were posted to General Ledger. If Accounts Payable is not interfaced with General Ledger, you must make manual entries for the amounts in the log.

If Accounts Payable is interfaced with Bank Reconciliation, the log shows the amounts posted to Bank Reconciliation.

A sample posting log is at the end of this section.

After posting is completed, the Pay Invoices menu appears.

Post Payment Log

12/07/1999 Builders Supply
2:41 PM Post Payments

Invoices Due 12/07/1999

Vendors ACE001 Thru TIM001

Discounts Due 12/07/1999

Post to GL Period 12

Description	GL Account		Debit	Credit
AP	200000		72749.30	
Discounts	8040			.00
Cash	1000			72749.30
		Balance	72749.30	72749.30
Posted to Bank Account				.00

End of Report

Void Checks

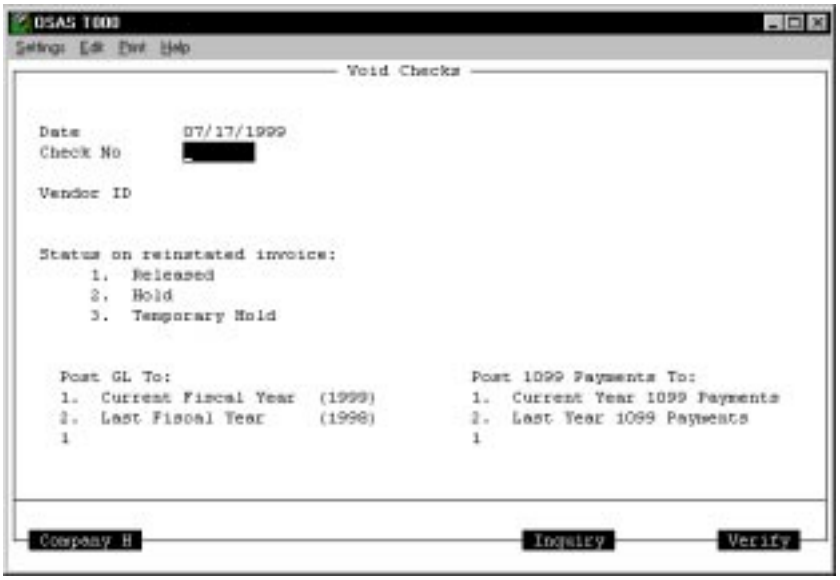
Use the Void Checks function to cancel or stop checks. For example, if you print a check by mistake, you can use this function to remove the record from the system.

When you void a check, several things happen:

- If Accounts Payable is interfaced with General Ledger, the cash account is debited and the accounts payable account is credited for the amount of the check.
- If Accounts Payable is interfaced with Bank Reconciliation, the status of the checks changes to *voided*.
- Check information is updated in the APVExxx (Vendor), APHIxxx (Detail History), APHSxxx (Summary History), and APHC (Check History) files. This information includes the check number, amount, transaction number, associated vendor, and payment code.
- If the invoice record still exists, it is changed in the APINxxx (Open Invoice) file from paid status to the status you entered, since the voided check means that you still have to make the payment. Otherwise, the invoice is reinstated from the APHIxxx (Detail History) file.

Void Checks Screen

Select **Void Checks** from the Pay Invoices menu. The function screen appears.



1. Enter the date of the check you want to void.

2. Enter the number of the check you want to void (N6). The associated vendor ID appears.

   The bank account ID is displayed if Accounts Payable is interfaced with Bank Reconciliation.

3. Select the status of the reinstated invoice.

4. Enter **1** to void the payments in the current-year GLJRxxx file or **2** to void them in the last-year GLJRxxx file. If Accounts Payable is not interfaced with General Ledger or if you have not created last-year data files in General Ledger, *1* is displayed and you cannot change it.

5. To void 1099 payments in the 1099 Payments Year to Date field in the vendor records, enter **1**. To void 1099 payments in the 1099 Payments Last Year field in the vendor records, enter **2**. See page 3-15 for more information.

6. Select the output device.

A sample Void Payments Log is at the end of this section.

After the log is produced, the Pay Invoices menu appears.

Void Payments Log

```
05/31/1999                    Builders Supply
2:43 PM                       Void Payments


Check Number 1000

Vendor BOR001

Post to GL Period  5


Description   GL Account                              Debit          Credit
-------------------------------------------------------------------------
AP            200000                                                61636.50
Discounts     8040                                                      .00
Cash          1000                                 61636.50
                                                  ----------------------------
              Balance                              61636.50        61636.50

Posted to Bank Account           .00

    End of Report
```

File Maintenance 10

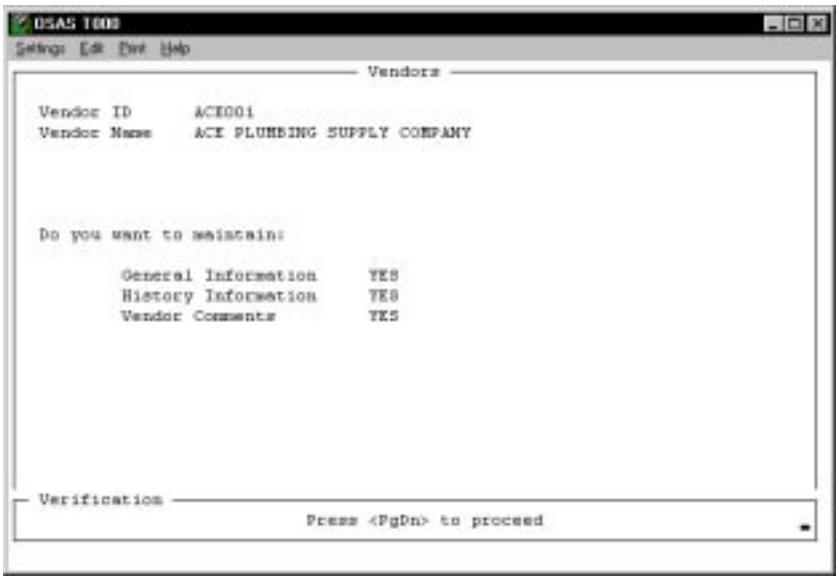
Vendors	10-3
Recurring Entries	10-17
Terms Codes	10-25
Distribution Codes	10-27
Tables	10-29
Periodic Maintenance	10-45
Purge Selected Files	10-49
Purge Vendor Comments	10-51

Vendors

Use the Vendors function to set up and maintain records for vendors you do business with. A record contains the vendor's name and address, the pay-to name and address, 1099 information, purchase and payment histories, and comments.

Vendors Header Screen

Select **Vendors** from the File Maintenance menu. The header screen appears



Field	Description
Vendor ID (A6)	Enter the ID of the vendor you want to work with. To delete the vendor record, use the **Delete** (**F3**) command. Before you delete a vendor record, do periodic maintenance and make sure that the vendor does not have open invoices or a balance in the APINxxx (Open Invoice) file.

Field	Description
Vendor ID (A6)	Enter the ID of the vendor you want to work with. When you delete a vendor record, the vendor's comments are not automatically deleted. You must use the Purge Vendor Comments function (ch. , sec.) to delete them.
Copy From? (A6)	If you entered a new vendor ID, you can copy the general information fields (except the Vendor Hold, 1099 Recipient ID, 1099 2nd TIN Not, and balance fields) from an existing vendor record. Enter the ID of the vendor whose record you want to copy.
Vendor Name (A30)	If you entered an existing ID in the Vendor ID field, the vendor's name appears; if not, the field is skipped.
Do you want to maintain	The Vendors function has three subscreens: • General Information • History Information • Vendor Comments If you want to enter or change information on a subscreen, enter **Y** and turn to the appropriate screen below; if not, enter **N**. When you add vendors, you must enter general information.

General Information

If you elected to add or change general vendor information, the following screen appears:

Field	Description
Vendor ID (A6)	The vendor ID from the header screen is displayed.
Name (A30)	Enter the vendor's name.
Address 1/Address 2/ Address 3 (A30 each)	Enter the vendor's address.
Ct/St/Cou (A15/A2/A2)	Enter the vendor's city, state, and country code. You can leave any of the three fields blank. If you enter a country code, it must be among the valid codes entered in Resource Manager (see the *Resource Manager User's Manual*).

Field	Description
Zip Code (A12)	Enter the vendor's zip code. You can enter a five-digit zip code, enter a nine-digit zip code with the hyphen, or leave this field blank.
Phone No	Enter the vendor's phone number. Do not enter parentheses and a hyphen.
Fax	Enter the vendor's fax number. Do not enter parentheses and a hyphen.
Contact (A25)	Enter the name of the person you usually contact about billing questions or invoice payments.
Our Acct (A25)	Enter the account number the vendor uses to identify your company. It is printed on the remittance stubs of checks.

Enter information in the following fields only if it is different from the information you entered above.

Field	Description
Name (A30)	Enter the name the check should be sent to.
Address 1/Address 2/ Address 3 (A30 each)	Enter the address the check should be sent to.
Ct/St/Cou (A15/A2/A2)	Enter the city, state, and country code the check should be sent to. If you enter a country code, it must be among the valid codes entered in Resource Manager (see the *Resource Manager User's Manual*).
Zip Code (A12)	Enter the vendor's zip code. You can enter a five-digit zip code, enter a nine-digit zip code with the hyphen, or leave this field blank.
Phone No	Enter the phone number of the place the check should be sent to. Do not enter parentheses and a hyphen.

Field	Description
Attention (A25)	Enter the name of the person or department you send payments to. The entry in this field might be different from the entry in the Name field. This name is printed on mailing labels.
Terms Code (A6)	Terms codes describe the terms of payment to the vendor. Enter the payment terms code for the vendor. If you use the **Maintenance** (**F6**) command, the Terms Codes function is temporarily called up. After you enter the terms code, the terms percentage, days, and net due days appear.
Distribution Code	Distribution codes describe how payment information is to be distributed in accounts in General Ledger. Enter the GL distribution code for the vendor. If you use the **Maintenance** (**F6**) command, the Distribution Codes function is temporarily called up. If Accounts Payable is not interfaced with General Ledger, you can leave this field blank.
Vendor Class (A6)	A vendor class is an arbitrary attribute stored only with the vendor record. A class means what you want it to mean. You can use the vendor class to organize the Vendor Purchase History Report and to sort information in General Report Writer reports. Assign a class to the vendor, or leave the field blank.
Payment Priority (A1)	A payment priority code is an arbitrary attribute stored only with the vendor record. You can use the payment priority code to change the status of an open invoice and to sort information in General Report Writer reports. Enter a payment priority code. The lower the digit, the higher priority the payment is assigned.
Vendor Hold?	If payment to the vendor is on hold, enter **Y**; if not, enter **N**. You cannot pay the invoices of vendors that are on payment hold.

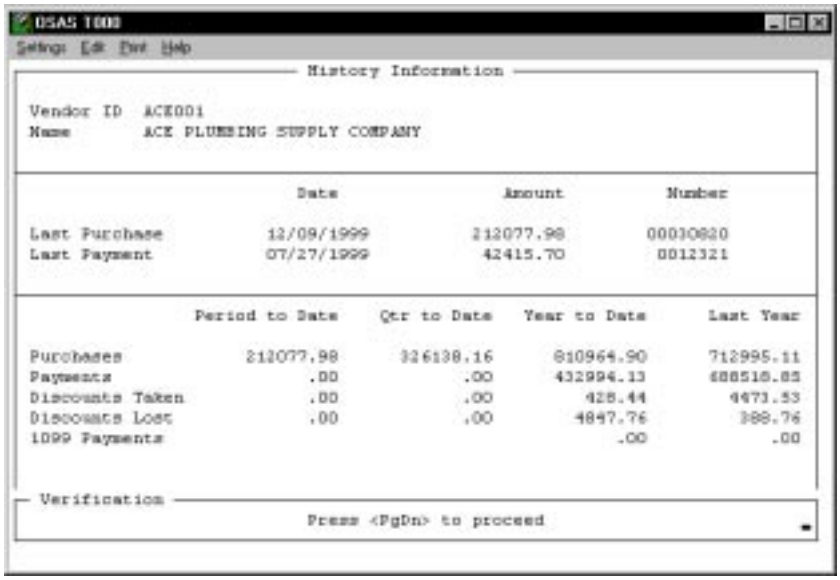
Field	Description
Tax Group (A6)	Enter a tax group for the vendor.
GL Account (A12)	Enter the number of the general ledger account to debit when you purchase items from the vendor, or press **Enter** to skip this field. (The **Inquiry** command is available if Accounts Payable is interfaced with General Ledger.) The account number you enter is displayed when you enter transactions.
1099 Form Code	Enter **I** for vendors that file as individuals, **B** for vendors that file as businesses, or **N** for vendors that do not require a 1099 form. If you enter N, the cursor skips to the Amount Due field. If you enter I or B, fill in the next three fields. If you change the 1099 Form Code field from I or B to N and the vendor has a value other than zero in the 1099 Payments Year to Date field or the 1099 Payments Last Year field on the History Information screen, the following message appears: **Warning: 1099 payments exist for this vendor**. If you do not want the vendor to receive a 1099-MISC form, change the values in the 1099 Payments Year to Date and 1099 Payments Last Year fields to zero.
1099 Recipient ID (A16)	Enter the vendor's taxpayer identification number (TIN).
1099 Field Indic	The field indicators correspond to the box numbers on the 1099-MISC form in which the year-to-date payment amount is printed. (See the federal tax circular for information about these indicators.) Select a field indicator: 1 rents 2 royalties 3 other income 4 federal tax withholding

Field	Description
	5 fishing boat proceeds 6 medical and health care payments 7 nonemployee compensation 8 payments in lieu of dividends or interest 9 direct sales A crop insurance proceeds See the F1099 table (ch. , sec.) for information about box numbers, box categories, and associated limits.
1099 Foreign Addr?	If the vendor has a foreign address, enter **Y**; if not, enter **N**. In OSAS the word *foreign* means not one of the 50 states.
1099 2nd TIN Not?	If the Internal Revenue Service notified your company twice in the past three years that the vendor's tax identification number is incorrect, enter **Y**; if not, enter **N**.
Amount Due/ Amount Prepaid	Enter values in these two fields only if you are using the summary method to enter initial balances. Otherwise, these fields are updated when you post transactions and payments.

When you save the entries (**PgDn**), the next screen you selected appears. If you did not select another screen, the Vendors header screen appears.

History Information

If you elected to add or change vendor history, this screen appears:


OSAS 1000
Settings Edit Print Help
History Information
Vendor ID ACE001
Name ACE PLUMBING SUPPLY COMPANY
Date Amount Number
Last Purchase 12/09/1999 212077.98 00030820
Last Payment 07/27/1999 42415.70 0012321
Period to Date Qtr to Date Year to Date Last Year
Purchases 212077.98 326138.16 810964.90 712995.11
Payments .00 .00 432994.13 688516.85
Discounts Taken .00 .00 428.44 4471.53
Discounts Lost .00 .00 4847.76 388.76
1099 Payments .00 .00
Verification
Press <PgDn> to proceed

The History Information screen stores purchase and payment history for each vendor. If you elected to keep summary history in the Resource Manager Options and Interfaces function and you use the Periodic Maintenance function, one of three things can happen:

- When you do period-end maintenance, the period-to-date amounts are transferred from the APVExxx (Vendor) file to the APHSxxx (Summary History) file.

- When you do quarter-end maintenance, the period- and quarter-to-date amounts are transferred from the APVExxx file to the APHSxxx file.

- When you do year-end maintenance, the year-to-date amounts are transferred to the Last Year column and the period-, quarter-, and year-to-date amounts are transferred from the APVExxx file to the APHSxxx file.

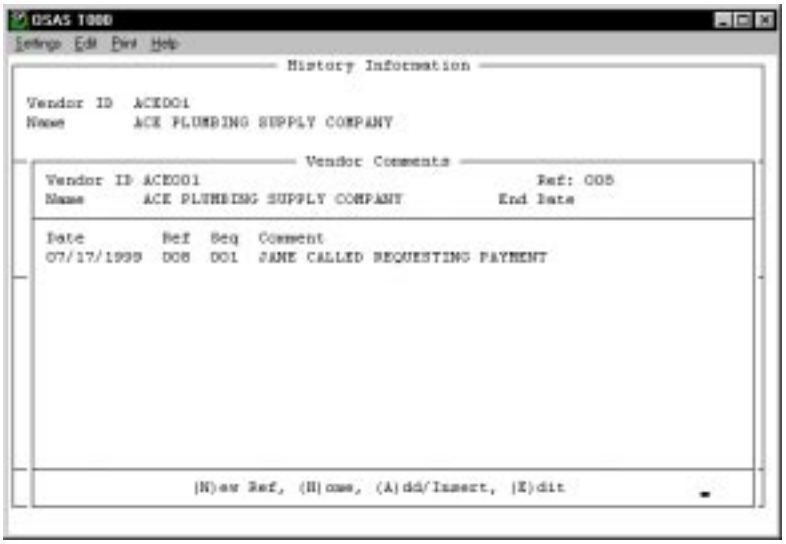
Field	Description
Last Purchase Date	Enter the last date you purchased items from the vendor. This field is undated when you post transactions.
Last Purchase Amount	Enter the cost of the last purchase from the vendor. This field is updated when you post transactions.
Last Purchase Number (A8)	Enter the number of the last invoice you received from the vendor. This field is updated when you post transactions.
Last Payment Date	Enter the date of the last payment you made to the vendor. This field is updated when you post checks.
Last Payment Amount	Enter the amount of the last payment you made to the vendor. This field is updated when you post checks.
Last Payment Number (N7)	Enter the number of the last check you sent to the vendor. This field is updated when you post checks.
Purchases Period to Date/ Qtr to Date/ Year to Date/ Last Year	Enter the amount you purchased from the vendor this period, this quarter, this year, and last year
Payments Period to Date/ Qtr to Date/ Year to Date/ Last Year	Enter the amount you paid the vendor this period, this quarter, this year, and last year.
Discounts Taken Period to Date/ Qtr to Date/ Year to Date/ Last Year	Enter the discount amount you received from the vnedor this period, this quarter, this year, and last year.

Field	Description
Discounts Lost Period to Date/ Qtr to Date/ Year to Date/ Last Year	Enter the discount amount you did not take advantage of from the vendor this period, this quarter, this year, and last year.
1099 Payments Year to Date Last Year	Enter the amount of 1099 payments you made to the vendor this year and last year. These values are used for preparing 1099-MISC forms.

When you save the entries (**PgDn**), the next screen you selected appears. If you did not select another screen, the Vendors header screen appears.

Vendor Comments

If you elected to add or change vendor comments, this screen appears:


OSAS T000
Settings Edit Print Help
History Information
Vendor ID ACED01
Name ACE PLUMBING SUPPLY COMPANY
Vendor Comments
Vendor ID ACED01 Ref: 005
Name ACE PLUMBING SUPPLY COMPANY End Date
Date Ref Seq Comment
07/17/1999 D08 D01 JANE CALLED REQUESTING PAYMENT
(N)ew Ref, (H)ome, (A)dd/Insert, (E)dit

Field	Description
Ref (A3)	The ID of the terminal you are working at is displayed. To work with comments for only the displayed reference ID, press **Enter**. To work with comments for a different reference ID, enter that ID. To work with all comments, clear this field and press **Enter**.
End Date	Enter the date of the most recent comment you want to work with, or press **Enter** to work with all comments. The date, reference, sequence number, and text that appear for each comment depend on the reference ID and end date you enter. The comments are arranged by date—the most recent date first—then by reference ID and then by sequence number.

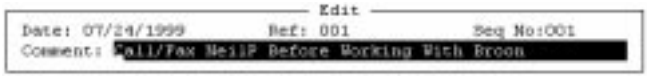
Command bar

(N)ew Ref, (**H)ome**, (**A)dd/Insert**, **(E)dit**

To work with comments associated with a different reference ID, press **N**. Then enter the reference ID and end date.

To display the first comment for the reference ID and end date you entered, press **H**.

To add a comment, press **A**. To edit a comment, press **E**. In either case a comment entry window appears.



Field	Description
Date	If you have not added or edited any other comments, the system date is displayed; otherwise, the date of the last comment you worked with is displayed. Accept the displayed date, or enter a different date.
Ref (A3)	Enter the reference ID of the comment you want to add or edit. To edit a comment, enter its sequence number. The text appears. If you want to delete the comment, use the **Delete** (**F3**) command. Subsequent comments for the vendor that have the same date and reference ID as the one you deleted are resequenced. To insert a comment, enter the sequence number of the position you want it to appear in. The comments after the inserted comment are resequenced.
Comment (A50)	Enter or edit the comment, and press **Enter** to save the comment record.

The following options appear if the vendor has more than one screen of comments:

More Comments: Line down, Page down, Options

To scroll down one line, press **L**.

To view the next screen of comments, press **P**.

To access the command bar (to enter a new reference ID, display the first comment, insert a comment, or edit a comment), press **O**.

When you are finished working with the Vendor Comments screen, use the **Proceed** (**PgDn**) command to move to the Vendors header screen. Enter another vendor ID, or exit to the File Maintenance menu.

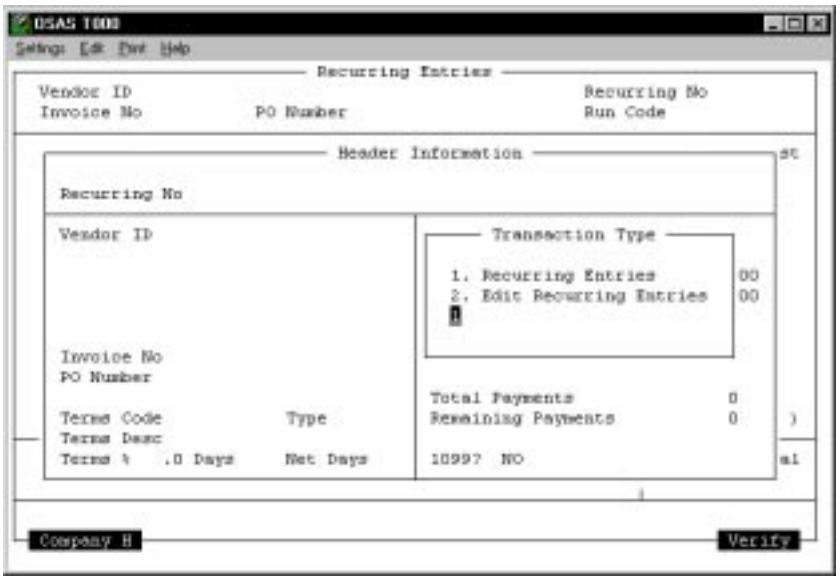
Recurring Entries

Use the Recurring Entries function to set up transactions that require the same payment on a regular schedule—for example, loan or insurance payments, service contracts, or maintenance fees.

To save time, you can copy a group of recurring entries to the APTDxxx and APTHxxx (Transaction) files instead of entering each transaction each time the payment is due. By assigning each entry a run code, you can process these groups of entries on different schedules—monthly, bimonthly, or on whichever schedule fits your company's needs.

Recurring Entries Menu

Select **Recurring Entries** from the File Maintenance menu. A menu appears.



The Recurring Entries Transaction Type menu offers two choices: Recurring Entries and Edit Recurring Entries. The only difference between the two functions is the fact that when you create a recurring entry, you create data; when you edit a recurring entry, you work with existing data.

To create a recurring entry, select **1**. To edit a recurring entry, select **2**.

Recurring Entries Header Screen

After you make your selection from the Recurring Entries menu, the header screen appears.

Field	Description
Recurring No (A8)	Enter a number that identifies the recurring entry
Vendor ID (A6)	Enter the vendor's ID. The vendor's name and address appear.
Invoice No (A8)	Enter the invoice number, or press **Enter** if you do not want to assign the entry to an invoice.

Field	Description
PO Number (N8)	Enter the purchase order number.
Terms Code (A6)	The terms code describes the terms of the payment. Accept the displayed terms code, or enter a different code. If you use the **Maintenance** (**F6**) command, the Terms Codes function is temporarily called up. After you enter the code, the description for the code appears.
Run Code (N2)	You copy recurring entries by run code to the APTDxxx and APTHxxx files. Use the same run code for entries that you copy on the same basis. For example, you could use **01** for entries you copy on the first day of each month, **15** for entries you copy on the fifteenth day of each month, and so forth. Enter the run code the recurring entry belongs to.
Tax Group (A6)	Enter a tax group for the entry. If the tax group you enter here is different from the one you previously entered, the system updates the tax information in all the line items in the order.
Starting Balance	Enter the amount that was originally due for the entry, or press **Enter** to skip this field.
Remaining Balance	Accept the displayed balance, or enter the amount you still owe for the entry.
Starting Date	Enter the date of the first invoice for the entry, or press **Enter** to skip this field.
Cutoff Date	Enter the date after which you no longer want the entry to be copied to the APTDxxx and APTHxxx files, or press **Enter** to skip this field.
Total Payments	Enter the total number of payments that are to be made for the entry, or press **Enter** to skip this field.

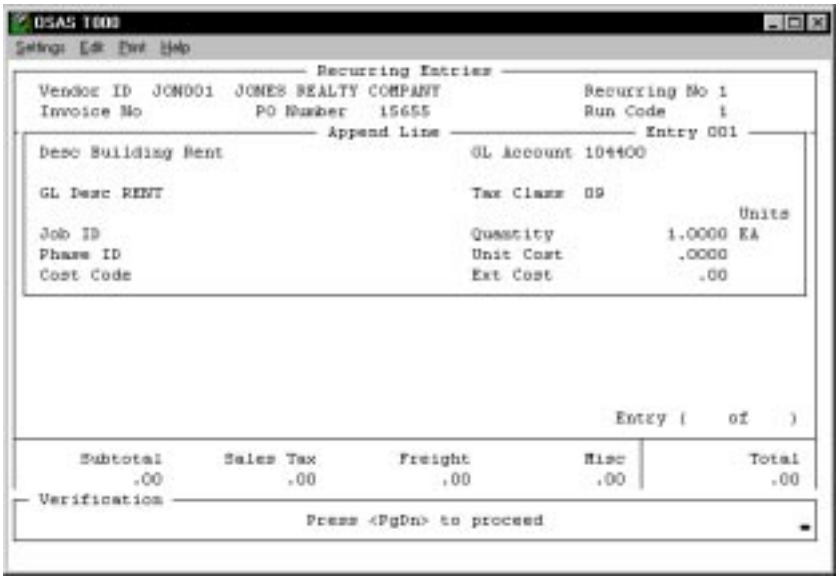
Field	Description
Remaining Payments	If you entered the total number of payments, the number of remaining payments is displayed; if not, zero is displayed. Accept the displayed number, or enter the remaining number of payments. If you did not enter the total number of payments, enter the number of remaining payments, or leave the field blank if this information does not apply. The number in this field cannot be greater than the number in the Total Payments field.
1099?	If the vendor does not receive a 1099-MISC form, *NO* is displayed and you cannot change it. If the vendor receives a 1099-MISC form, *YES* is displayed. If you want the recurring entry to update the 1099 Payments Year to Date field in the vendor's record (once you copy the entry to the APTDxxx and APTHxxx files and post it), press **Enter**; if not, enter **N**.

When you save the header information (**PgDn**), the line-item entry screen appears.

Recurring Entries Line-Item Entry Screen

The Recurring Entries line-item entry screen can appear for one of three reasons:

- You are creating a recurring entry and have finished entering header information.
- You use the **Append** command on the command bar to add an item to the end of the list.
- You use the **Edit** command on the command bar to edit an item in the list. If you use this command, the line-item entry screen is titled Edit Line instead of Append Line.



After you save the line-item entry information (**PgDn**), enter another line item, or exit to the Recurring Entries screen.

When you save the first line item, the totals are updated and your entries are saved. You cannot use the **Abandon** (**F5**) command to cancel the entry. To delete the entire recurring entry, use the **Delete** (**F3**) command on the header screen.

Recurring Entries Screen

When you exit from the line-item entry screen, the Recurring Entries screen appears.

The Recurring Entries screen is divided into these sections:

- Information from the header screen is summarized at the top of the screen.
- The line-item entry area or the line-item scroll region is displayed in the middle of the screen.
- The entry totals are displayed at the bottom of the screen.

Enter = edit, Append, Header, Totals, View, Goto, Next trans

To edit a line item, move the prompt (>) to the line item and press **Enter**. To append a line item to a purchase, press **A**. Then see **Recurring Entries Line-Item Entry Screen** earlier in this section.

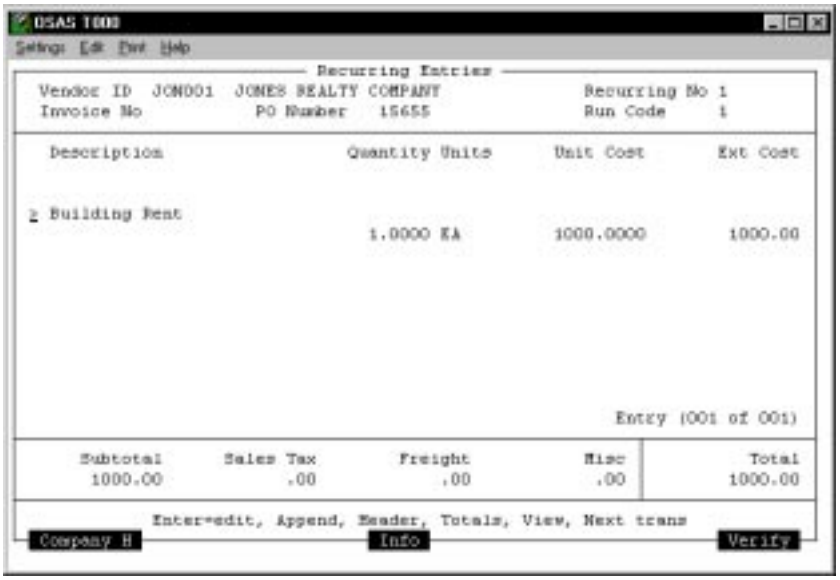
To return to the header screen, press **H**. When you return to the header screen, you do not lose the line-item and totals entries because you already saved them.

To enter or edit totals associated with the recurring entry, press **T**. The subtotal of the line items is displayed. Enter the sales tax, shipping charges, and miscellaneous charges; or press **Enter** to skip these fields. The total amount of the invoice (the subtotal plus the sales tax and freight and miscellaneous charges) is displayed. Use the **Proceed** (**PgDn**) command to save your entries.

To look at an expanded summary of the line item, move the prompt (>) to the line item, and press **V**. Additional information about the line item such as the general ledger account and description, quantity purchased, and cost information appears on the View Line screen. Press any key to return to the Recurring Entries screen.

To go to a particular line item, press **G**. Then enter the line number. (This command appears only if there is more than one screen of line items.)

To enter a different recurring entry, press **N**. The Transaction Type menu appears. Enter a different recurring entry, or exit to the File Maintenance menu.

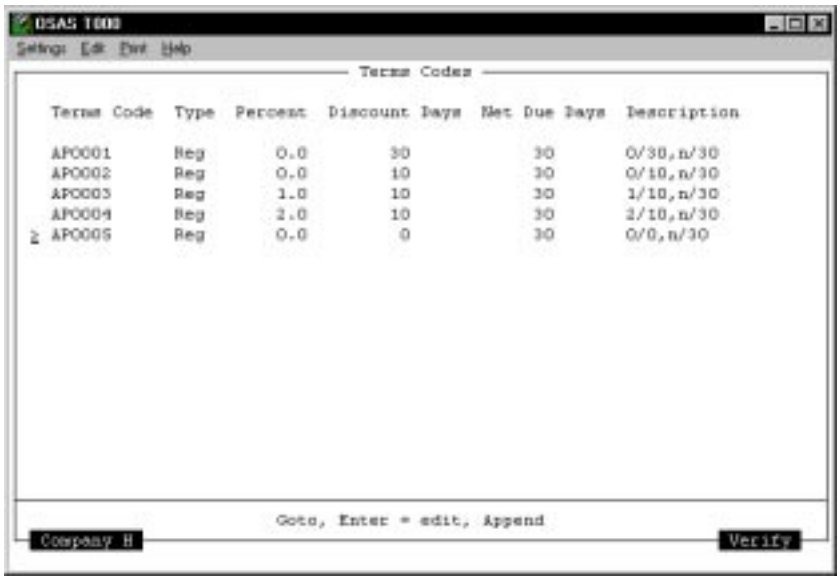

OSAS T000
Settings Edit Print Help
Recurring Entries
Vendor ID JON001 JONES REALTY COMPANY Recurring No 1
Invoice No PO Number 15655 Run Code 1
Description Quantity Units Unit Cost Ext Cost
> Building Rent 1.0000 EA 1000.0000 1000.00
Entry (001 of 001)
Subtotal Sales Tax Freight Misc Total
1000.00 .00 .00 .00 1000.00
Enter=edit, Append, Header, Totals, View, Next trans
Company H Info Verify

Terms Codes

Use the Terms Codes function to add or change codes for payment terms for transactions.

Terms Codes Screen

Select **Terms Codes** from the File Maintenance menu. The function screen appears.


OSAS T000
Settings Edit Font Help
Terms Codes
Terms Code Type Percent Discount Days Net Due Days Description
APC001 Reg 0.0 30 30 0/30,n/30
APC002 Reg 0.0 10 30 0/10,n/30
APC003 Reg 1.0 10 30 1/10,n/30
APC004 Reg 2.0 10 30 2/10,n/30
APC005 Reg 0.0 0 30 0/0,n/30
Goto, Enter = edit, Append
Company H
Verify

Field	Description
Terms Code (A6)	Enter the code you want to add or change. If you are adding a terms code, use a descriptive code to make entry easy and efficient.
Type	Enter **P** for prox terms or **R** for regular terms.

Field	Description
	Prox terms are calculated as days from the beginning of the next month. Regular terms are calculated as days from the discount date.
Percent (3.1)	Enter the percent used to calculate the discount amount of the payment when a discount is taken.
Discount Days (N3)	Enter the number of days that a discount is valid.
Net Due Days (N3)	Enter the number of days given to pay the net due.
Description (A13)	The displayed description is based on your entries in the previous fields. Accept it, or enter a different description.

Command bar

Goto, Enter = Edit, Append

To go directly to a particular term code, press **G**. Then enter the line number. (This command appears only if there is more than one screen of line items.)

To edit a line item, move the prompt (>) to the line and press **Enter**. To append a line item to the transaction, press **A**.

When you save the information **(PgDn)**, the cursor returns to the top of a blank Terms Codes screen. Enter another code, or exit to the File Maintenance menu.

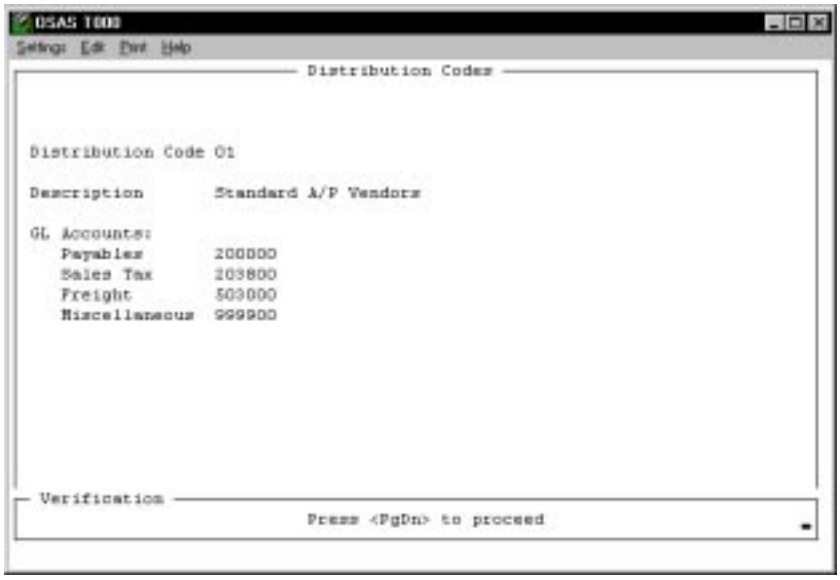
Distribution Codes

Distribution codes specify which general ledger accounts get which information.

Use the Distribution Codes function to add or change codes for your general ledger distribution accounts or to set up a selection of different payable accounts.

Distribution Codes Screen

Select **Distribution Codes** from the File Maintenance menu. The function screen appears.



Field	Description
Distribution Code (A2)	Enter the code you want to add or change.
Description (A30)	Accept the displayed code description, or enter a different code description. This description appears when you use the **Inquiry** (**F2**) command to access a list of codes.

Field	Description
GL Accounts	Accept each displayed general ledger account number, or enter a different account number. If you use the **Inquiry** (**F2**) command to access a list of codes, the description appears. If Accounts Payable is interfaced with General Ledger, this field's mask is determined in General Ledger; otherwise, the account mask is A12.

When you save the information (**PgDn**), the cursor returns to the top of a blank Distribution Codes screen. Enter another code, or exit to the File Maintenance menu.

Tables

Use the Tables function to set up and maintain the Accounts Payable tables.

Tables store information about the system, data, options, and default settings for other applications.

The following tables are related to Accounts Payable:

- APGLxxx
- APPDxxx
- DFxxxx
- DMxxxx
- DISCxxx
- D1099xxx
- F1099
- FORMxxx
- MRGLxxx
- QCxxxx
- QDxxxx
- QExxxx
- QHxxxx
- QMxxxx
- QPxxxx
- QXxxxx
- QZxxxx

For information about each of these tables, see their individual descriptions in this section.

For information about shareable, unshared, and terminal tables, see page 11-17.

Note

The OPTxxx (Options) table stores options and interfaces settings. Maintain the information stored in this table through Resource Manager functions, not through the table itself.

Tables Screen

Select **Tables** from the File Maintenance menu. A blank tables screen appears.

1. To add or change a table, enter the table ID (A8). To set up a company-specific table, enter the table ID plus the one- to three-character company ID. To set up a terminal-specific table, enter the table ID plus the four-character terminal ID. To delete the table, use the **Delete (F3)** command.

2. If you entered a new table ID, the Copy From field appears (A8). To copy a company- or terminal-specific table, enter the table ID plus the company ID and terminal ID.

3. A set of tables comes with the sample company, Builders Supply. You can copy the sample tables for a company and then change the appropriate fields. To copy a sample table, enter the table ID.

4. Press **Enter** to accept the displayed description of the table, or enter a different description (A40).

The number of columns, the length of the columns, and the type of characters you can enter—alphanumeric (A), numeric (N), or numeric with one to four decimal places—are displayed.

APGLxxx Table

The APGLxxx table stores the general ledger accounts that accounts payable transactions and checks are posted to in the GLJRxxx (Journal) file.

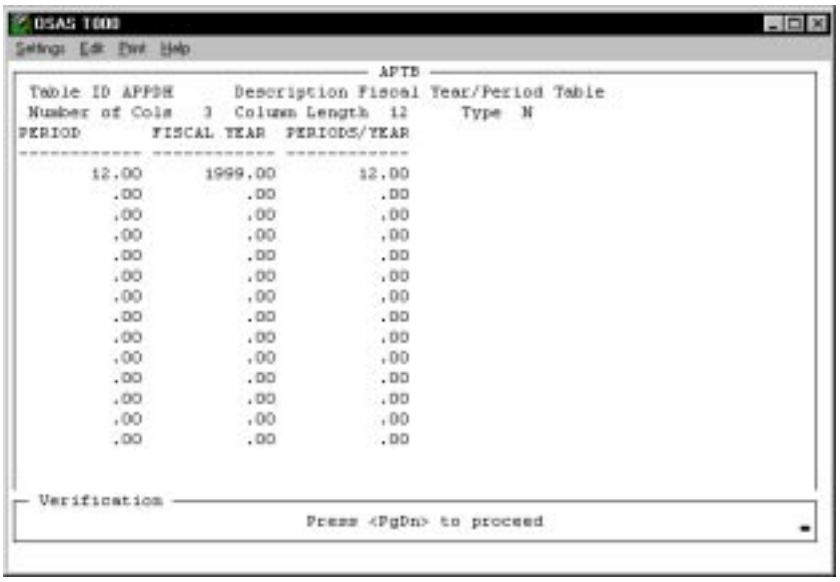
When you enter the table ID, the rest of the APGLxxx table appears

Field	Description
Description (A12)	Accounts Payable posts to two accounts: discounts taken and cash/checking. Accept each displayed account, or change the descriptions of the accounts.
GL Account (A12)	For each account description, accept the displayed general ledger account number, or enter a different account number. Make sure that the account numbers you enter match the account mask for the descriptions. This practice ensures that the posted amounts are sent to the right accounts.

APPDxxx Table

The APPDxxx table stores a company's current general ledger period, fiscal year, and number of periods per year for posting and periodic history.

When you enter the table ID, the rest of the APPDxxx table appears.

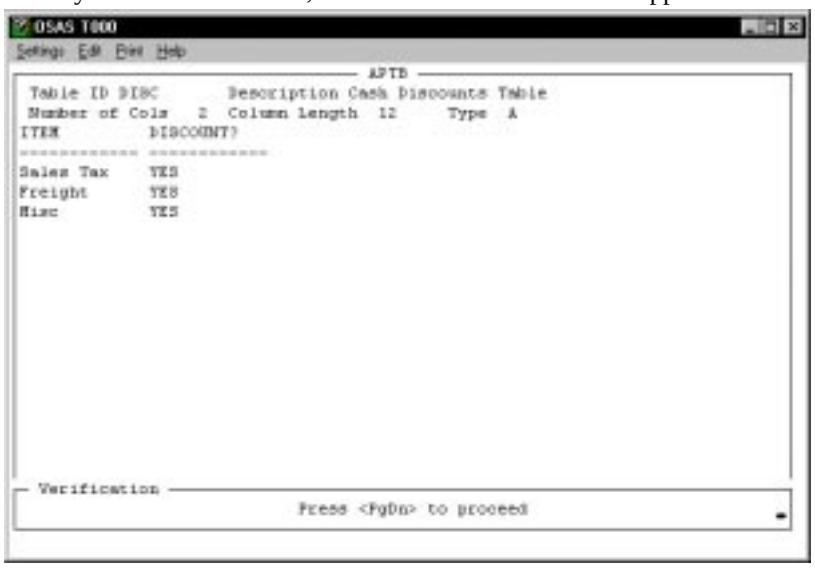


Field	Description
Period (1.00-13.00)	Enter the number of the current period. The period is incremented when you do periodic maintenance.
Fiscal Year	Enter the current fiscal year. The fiscal year is incremented when you do year-end maintenance.
Periods/Year	Enter the number of accounting periods your company uses in a year.

DISCxxx Table

The DISCxxx table stores the fields you can include in or exclude from vendor discounts—sales tax, freight, and miscellaneous charges.

When you enter the table ID, the rest of the DISCxxx table appears.



Field	Description
Item (A12)	The three fields—Sales Tax, Freight, and Misc—you can include in or exclude from discounts are displayed. Accept each displayed description, or enter different descriptions. Do not delete lines or rearrange field names. The system looks for the defaults by their position in the table; it treats the item on the first line as sales tax, the item on the second line as freight, and the item on the third line as miscellaneous charges.
Discount?	For each field, enter **Y** to include the field in discount calculations or **N** to exclude the field from discount calculations.

D1099xxx Table

The D1099xxx table stores a company's federal and state tax identification numbers.

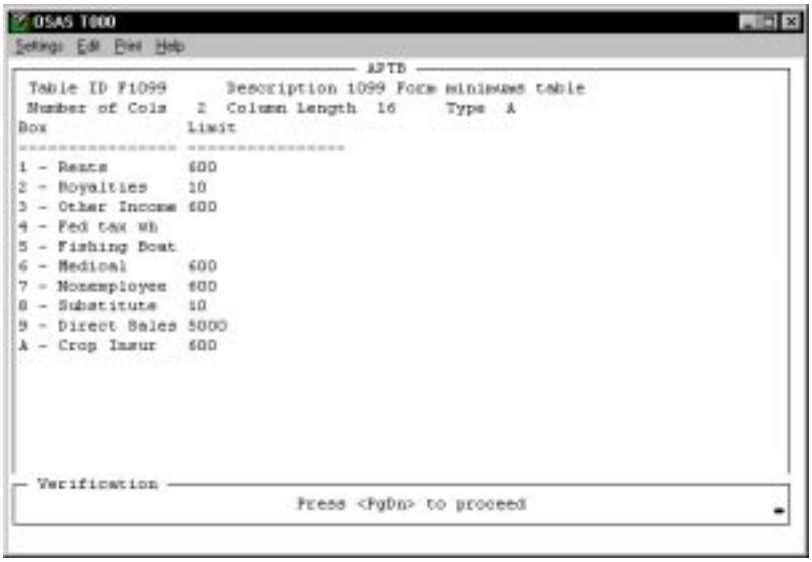
When you enter the table ID, the rest of the D1099xxx table appears.

Field	Description
Description (A12)	The descriptions *Federal TIN* and *State TIN* are displayed. Accept each displayed description, or change the descriptions. Do not delete lines or rearrange field names. The system looks for the defaults by their position in the table; it treats the item on the first line as the company's federal tax identification number and the item on the second line as the company's state tax identification number.
Tax ID (A12)	Enter the company's federal tax ID on the first line and the company's state tax ID on the second line. The tax IDs you enter are used as the default IDs when you prepare 1099 forms.

F1099 Table

The F1099 table stores the minimum amounts for preparing 1099 forms for your vendors.

When you enter the table ID, the rest of the F1099 table appears.


OSAS T000
Settings Edit Print Help
APTB
Table ID F1099 Description 1099 Form minimums table
Number of Cols 2 Column Length 16 Type A
Box Limit
1 - Rents 600
2 - Royalties 10
3 - Other Income 600
4 - Fed tax Wh
5 - Fishing Boat
6 - Medical 600
7 - Nonemployee 600
8 - Substitute 10
9 - Direct Sales 5000
A - Crop Insur 600
Verification
Press <PgDn> to proceed

Field	Description
Box (A12)	The descriptions of the payment boxes on the 1099-MISC form are displayed. Accept each displayed description, or change the descriptions. Do not delete lines or rearrange the descriptions. The system looks for these items by their position in the table; it treats the item on the first line as rent information, the item on the second line as royalties information, and so forth.
Limit (A12)	Enter the 1099 limit for each type of payment. See the appropriate year's instruction booklet for 1099-MISC forms issued by the Internal Revenue Service for the correct limits.

FORMxxx Table

The FORMxxx table tracks the last check number and is incremented each time a check is printed. It is created when you enter online checks or print checks.

When you enter the table ID, the rest of the FORMxxx table appears.

Field	Description
Field (A12)	The fields you can enter defaults for are displayed. Accept the displayed fields, or change them.

MRGLxxx Table

The MRGLxxx table stores the general ledger accounts that material requisitions are posted to in the GLJRxxx (Journal) file. This table is available only if you elected not to post material requisition credits to inventory item accounts in the Resource Manager Options and Interfaces function.

When you enter the table ID, the rest of the MRGLxxx table appears

Field	Description
Description (A12)	Material requisitions are posted to two accounts: material requisitions from inventory and material requisitions for miscellaneous materials. Accept each displayed account description, or change the account descriptions.

Field	Description
	Do not delete lines or rearrange the account descriptions. The system looks for these accounts by their position in the table; it treats the account on the first line as the material requisitions account for inventory items and the item on the second line as the material requisitions account for noninventory items.
GL Account (A12)	For each account description, accept the displayed general ledger account number, or enter a different account number. Make sure that the account numbers you enter match the account mask for the descriptions so that the amounts will be posted to the right accounts.

DFxxxx and DMxxxx Tables

The DFxxxx and DMxxxx tables store default information associated with jobs. Both store the WIP account for jobs. The DFxxxx stores the inventory account for accounts payable transactions and posting payments. The DMxxxx table stores the inventory account for material requisitions.

When you enter the table ID, the rest of the table appears. A DFxxxx table is shown below.

Field	Description
Field (A12)	The fields you can enter defaults for are displayed. Accept the displayed fields, or change them.
Default Value (A12)	For each field, accept the displayed general ledger account number, or enter a different account number. Make sure that the account numbers you enter match the account mask for the descriptions so that the amounts will be posted to the right accounts.

QDxxxx, QExxxx, QHxxxx, and QPxxxx Tables

The QHxxxx table stores the quick-entry stops used by the Transactions function when you enter header information.

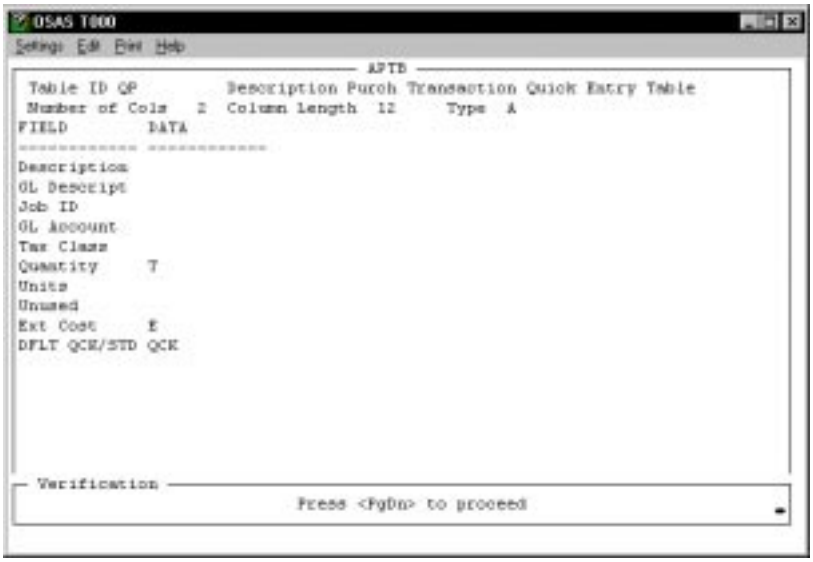
The QDxxxx table stores the quick-entry stops used by the Transactions function when you enter miscellaneous debits.

The QExxxx table stores the quick-entry stops used by the Transactions function when you edit transactions.

The QPxxxx table stores the quick-entry stops used by the Transactions function when you enter purchases.

The QDxxxx, QExxxx, QHxxxx, and QPxxxx tables have the same layout.

When you enter the table ID, the rest of the table appears. A QPxxxx table is shown below



Field	Description
Field (A12)	The fields that appear in the line-item entry area when you add or change transactions are displayed. Accept the displayed fields, or change them. Do not delete lines or rearrange the descriptions. The system looks for these values by their position in the table; it treats the value on the first line as the purchase description, the value on the second line as the general ledger description, and so forth.
Data	If you want the cursor to stop at a field only when you press **Enter**, enter **E**. If you want the cursor to stop at a field when you press **Tab** or **Enter**, enter **T**. If you do not want the cursor to stop at a field, leave the field blank.

QCxxxx, QMxxxx, QXxxxx, and QZxxxx Tables

The QZxxxx table stores the quick-entry stops used by the Enter Material Requisitions function when you enter header information.

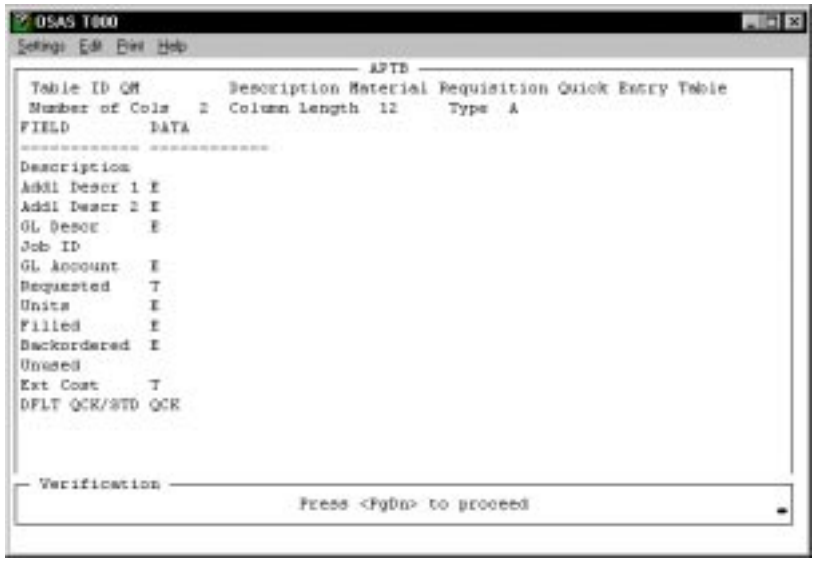
The QMxxxx table stores the quick-entry stops used by the Enter Material Requisitions function when you enter material requisitions.

The QCxxxx table stores the quick-entry stops used by the Enter Material Requisitions function when you change material requisitions.

The QXxxxx table stores the quick-entry stops used by the Enter Material Requisitions function when you return material requisitions.

The QCxxxx, QMxxxx, QXxxxx, and QZxxxx tables have the same layout.

When you enter the table ID, the rest of the table appears. A QMxxxx table is shown below.



Field	Description
Field (A12)	The fields that appear in the line-item entry area when you add or change material requisitions are displayed. Accept the displayed fields, or change them. Do not delete lines or rearrange the fields. The system looks for the fields by their position in the table; it treats the first line as the description, the second line as the first additional description, and so forth.
Data	If you want the cursor to stop at a field only when you press **Enter**, enter **E**. If you want the cursor to stop at a field when you press **Tab** or **Enter**, enter **T**. If you do not want the cursor to stop at a field, leave the field blank.

Printing Tables

After you have set up or changed a table, use the **List** (**F8**) command to produce a copy of it.

Periodic Maintenance

Use the Periodic Maintenance function to clear your vendor records and prepare them for activity for the next period, quarter, or year. (You cannot use the Periodic Maintenance function until the APPDxxx table is set up for the company you are doing maintenance for.)

Period-end maintenance clears the period-to-date totals in the APVExxx (Vendor) file and deletes records of temporary vendors you paid in full from the APVExxx file.

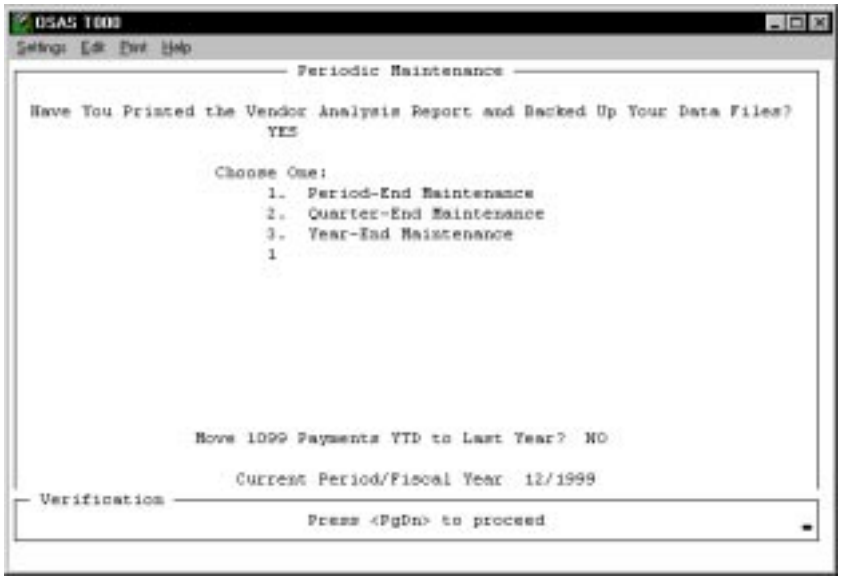
Quarter-end maintenance performs the period-end tasks and clears the quarter-to-date totals in the APVExxx file.

Year-end maintenance performs the period-end tasks for periods 12 and 13, performs the quarter-end tasks, clears the year-to-date totals in the APVExxx file, and transfers those totals to the last-year fields.

If you have a multiuser system, make sure that no one else is using the Accounts Payable system. You cannot run this function while someone else is using Accounts Payable functions.

Periodic Maintenance Screen

Select **Periodic Maintenance** from the File Maintenance menu. The function screen appears.



Field	Description
Have You Printed the Vendor Analysis Report and Backed up Your Data Files?	The information in the Vendor Analysis Report comes from the APVExxx file. Since the Periodic Maintenance function affects the data in the APVExxx file, print the Vendor Analysis Report and back up your data files before you do period-, quarter-, or year-end maintenance. If you have not printed the report and backed up your data files (see the *Resource Manager User's Manual*), enter **N**; you are prompted to return to the File Maintenance menu. When you have done these things, enter **Y**.
Choose One	Select the type of maintenance you want to do.

Field	Description
Move 1099 Payment YTD to Last Year	If you are at the end of the calendar year and you want to move the values in the 1099 Payments Year to Date field to the 1099 Payments Last Year field in the vendor records, enter **Y**; if not, enter **N**. If you do not transfer the 1099 payments at the end of the calendar year, the system continues to accumulate the next calendar year's 1099 payments in the 1099 Payments Year to Date field in the vendor records. When you produce 1099 forms, the 1099 payment amounts will be incorrect.
Current Period/ Fiscal Year	The current period and fiscal year from the APPDxxx table are displayed.

To begin processing and return to the File Maintenance menu, use the **Proceed** (**PgDn**) command.

Purge Selected Files

Use the Purge Selected Files function to delete information from the APINxxx (Open Invoice), APHIxxx (Detail History), APHCxxx (Check History), APRLxxx and APRHxxx (Recurring Entries), APRDxxx (Recurring Additional Descriptions), and APHSxxx (Summary History) files and to delete out-of-date recurring entries. The invoice date determines which detail history records are deleted. The period and fiscal year determine which summary history records are deleted. The cutoff date, current balance, ending date, or remaining payments entries determine which recurring entries are deleted.

Purge Selected Files Screen

Select **Purge Selected Files** from the File Maintenance menu. The function screen appears.

OSAS T000
Settings Edit Font Help
Purge Selected Files
Have You Backed Up Your Data Files? YES
Remove Paid Invoices With Check Dates Before 07/17/1999
Remove Detail History With Invoice Dates Before 07/17/1999
Remove Summary History Before Period/Fiscal Year /
Remove Check History With Check Dates Before 07/17/1999
Remove Recurring Entries With Cutoff Dates Before 07/17/1999
Verification
Press <PgDn> to proceed

1. If you have backed up you data files, enter **Y**; if not, enter **N**. If you enter **N**, you are prompted to exit to the File Maintenance menu.

2. Enter the date of the paid invoices you want to purge. Paid invoices dated on or before the date you enter will be purged.

3. Enter the date of the invoices for which you want to purge detail history. Detail history for invoices dated on or before the date you enter will be purged.

4. Enter the period and year of the summary history you want to purge. Summary history before the period and year you enter will be purged.

5. Enter the date of the checks for which you want to purge history. History for checks dated on or before the date you enter will be purged.

6. Enter the date of the recurring entries you want to purge. Entries dated on or before the date you enter will be purged.

To purge the files and return to the File Maintenance menu, use the **Proceed (PgDn)** command.

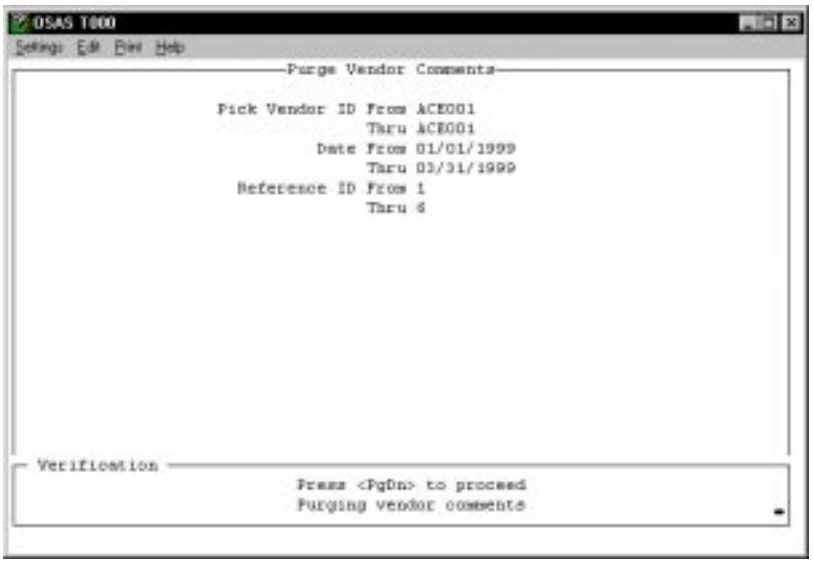
Purge Vendor Comments

Use the Purge Vendor Comments function to delete comments about a vendor whose record you no longer need.

Before you purge vendor comments, produce the Vendor Comments List, page 11-9. Check it to make sure that the comments you intend to delete will not be needed later. Then file the list so that you will have a record of the comments.

Purge Vendor Comments Screen

Select **Purge Vendor Comments** from the File Maintenance menu. The function screen appears.



1. Enter the range of vendors whose comments you want to purge (A6).

2. Enter the range of dates that the comments you want to purge were recorded.

3. Enter the range of references whose comments you want to purge.

To purge the comments and return to the File Maintenance menu, use the **Proceed** (**PgDn**) command.

Master File Lists 11

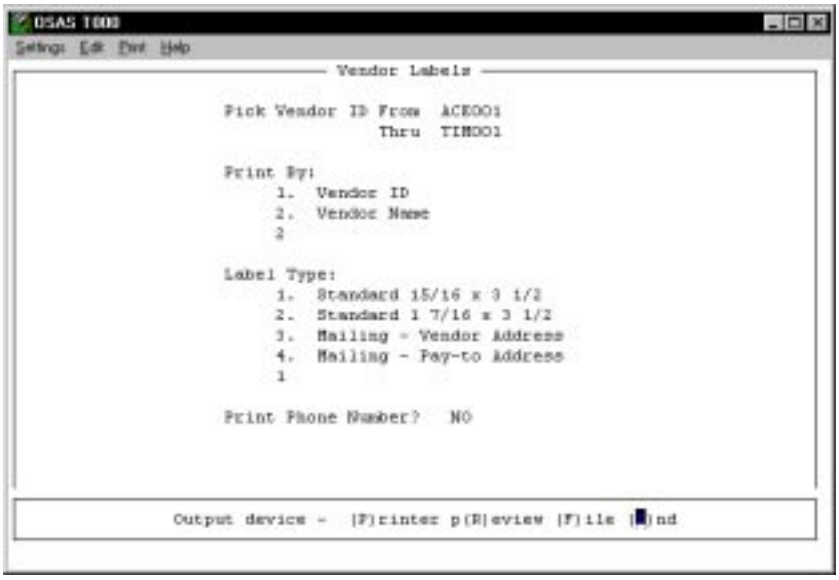
Vendor Labels	11-3
Vendor Detail List	11-7
Vendor Comments List	11-9
Recurring Entries List	11-13
Tables List	11-17

Vendor Labels

Use the Vendor Labels function to print 1-by-3½-inch standard labels for vendor checks or to print a vendor phone list. You can also produce 1½-inch mailing labels with three address lines.

Vendor Labels Screen

Select **Vendor Labels** from the Master File Lists menu. The function screen appears.



1. Enter the range of vendors whose labels you want to produce (A6).
2. Select the option by which to organize the vendor labels.
3. Select the type of labels you want to produce.

4. If you selected standard labels and you want them to include the vendors' phone numbers, enter **Y**; if not, enter **N**.

5. If you elected to produce the list of labels (by selecting *1* in the Label Type field), a line of *x*'s is printed so that if you are producing labels, you can align them. Then this prompt appears:

   Is form aligned?

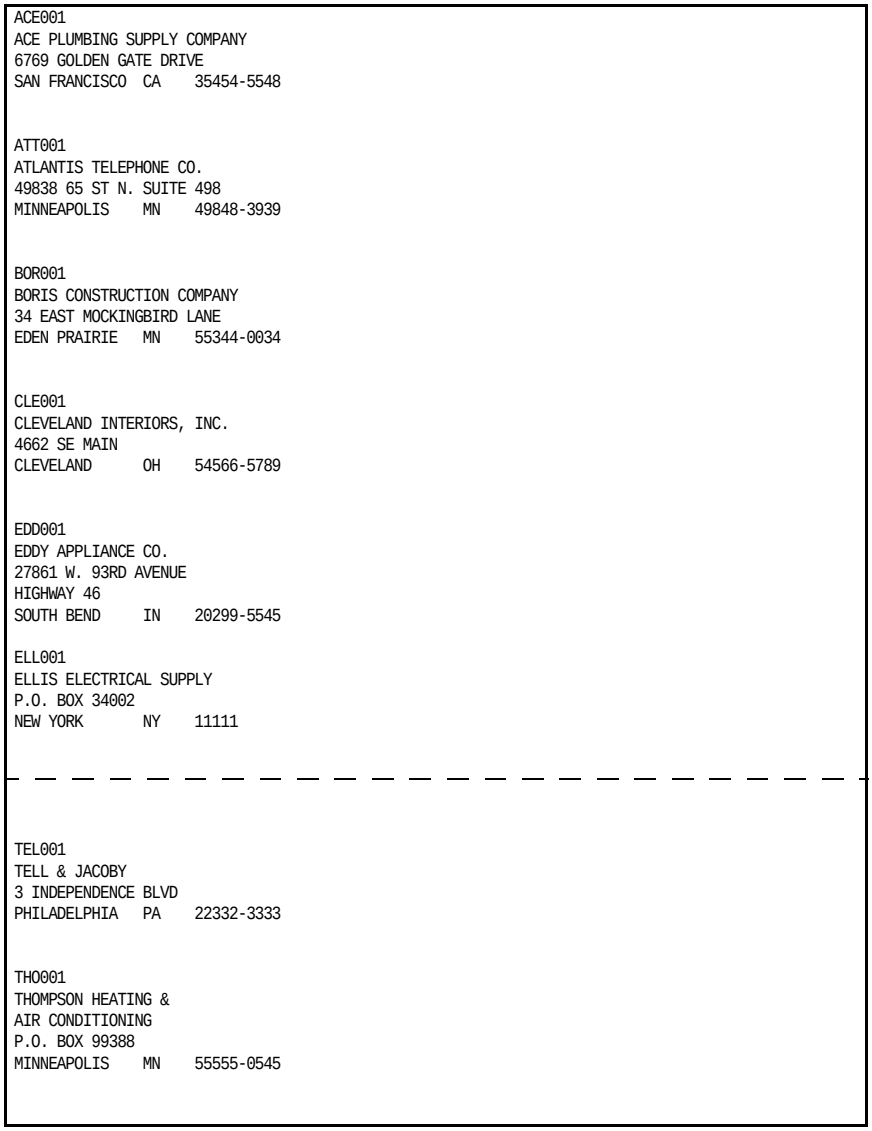
   If the labels are not aligned, enter **N** and adjust them. When the labels are aligned, enter **Y** to produce them.

6. Select the output device.

A sample mailing list organized by the vendors' pay-to addresses is at the end of this section.

After you have produced the list or labels, the Master File Lists menu appears.

Vendor Labels



ACE001
ACE PLUMBING SUPPLY COMPANY
6769 GOLDEN GATE DRIVE
SAN FRANCISCO CA 35454-5548

ATT001
ATLANTIS TELEPHONE CO.
49838 65 ST N. SUITE 498
MINNEAPOLIS MN 49848-3939

BOR001
BORIS CONSTRUCTION COMPANY
34 EAST MOCKINGBIRD LANE
EDEN PRAIRIE MN 55344-0034

CLE001
CLEVELAND INTERIORS, INC.
4662 SE MAIN
CLEVELAND OH 54566-5789

EDD001
EDDY APPLIANCE CO.
27861 W. 93RD AVENUE
HIGHWAY 46
SOUTH BEND IN 20299-5545

ELL001
ELLIS ELECTRICAL SUPPLY
P.O. BOX 34002
NEW YORK NY 11111

TEL001
TELL & JACOBY
3 INDEPENDENCE BLVD
PHILADELPHIA PA 22332-3333

THO001
THOMPSON HEATING &
AIR CONDITIONING
P.O. BOX 99388
MINNEAPOLIS MN 55555-0545

Vendor Detail List

The Vendor Detail List shows the information stored in your vendor records: each vendor's name and address, pay-to name and address, purchasing information, and 1099 information.

Vendor Detail List Screen

Select **Vendor Detail List** from the Master File Lists menu. The function screen appears.

1. Enter the range of vendors whose information you want in the list (A6).
2. Select the option by which to organize the list.
3. Select the output device.

A sample Vendor Detail List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

Vendor Detail List

```
05/31/1999                    Builders Supply                    Page    1
2:45 PM                     Vendor Detail List
                              By Vendor Name


ACE001                                      PAY TO:
ACE PLUMBING SUPPLY COMPANY                       ACE PLUMBING SUPPLY COMPANY
6769 GOLDEN GATE DRIVE                            32 VENTON BLVD


SAN FRANCISCO                                     OAKLAND
CA                                                CA
35454-5548                                        92342-0032
Contact:   BILL HUMPHREY                          Attn: ACCOUNTS RECEIVABLE
Phone:     (309) 555-5321                         Phone:(309) 555-0399
Fax:       (309) 555-5488                         Our Acct:


                                            1099:
Payment Priority:   0                             Form Code:        N No form
GL Account:       104000                          Recipient ID:
Vendor Class:     PROD                            Field Indicator:
Vendor Hold?      No                              Foreign Address?  No
Distrib Code:     01                              2nd TIN Not?      No



Terms Code:       AP0003   1/10,n/30
                  Reg    1.0%  10 DAYS  NET  30
Tax Group:        CAR


Amount Due:     219452.41             Amount Prepaid:                .00


                     Date             Amount         Number
Last Purchase    12/04/1999           193406.86    00001555
Last Payment     11/20/1999            90190.84     001239


                Period to Date    Qtr to Date    Year to Date       Last Year
Purchases           193406.86       309643.25       465103.43       487087.68
Payments                .00        90190.84       282501.01       443671.18
Discounts Taken         .00             .00            .00          693.81
Discounts Lost          .00         1162.36         3085.46         3749.83
1099 Payments                                          .00             .00


    End of Report
```

Vendor Comments List

Produce the Vendor Comments List to list the comments that are on file for a vendor. You can use the list as a reference when you enter accounts payable transactions.

Vendor Comments List Screen

Select **Vendor Comments List** from the Master File Lists menu. The function screen appears.

1. Enter the range of vendors whose comments you want in the list (A6).

2. Enter the range of dates associated with the comments you want in the list.

3. Enter the range of reference IDs associated with the comments you want in the list (A2).

4. Select the option by which to organize the list.
5. Select the output device.

A sample Vendor Comments List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

Vendor Comments List

```
05/31/1999                      Builders Supply                    Page    1
2:46 PM                       Vendor Comments List
                             By Vendor ID and Date

Vendor  Description/
        Date        Ref. Comment
-------------------------------------------------------------------------------

ACE001  ACE PLUMBING SUPPLY COMPANY
        12/18/1999  0    CALLED SARA WE ARE SENDING THE CHECK TODAY

        12/14/1999  0    VENDOR DEMANDS PAYMENT NOW!!!

        11/30/1994  0    LISA CALLED ABOUT PAST DUE BALANCE

        05/12/1994  1    JANE CALLED REQUESTING PAYMENT.


    End of Report
```

Recurring Entries List

Before you copy recurring entries to the APTDxxx and APTHxxx (Transaction) files, produce the Recurring Entries List to check for mistakes and omissions.

If you find incorrect transactions in the Recurring Entries List, use the Edit Recurring Entries option in the Recurring Entries function, page 10-17, to correct them.

Recurring Entries List Screen

Select **Recurring Entries List** from the Master File Lists menu. The function screen appears.

1. Enter the range of recurring entry numbers you want in the list (A8).

2. Enter the range of vendors whose information you want in the list (A6).

3. Enter the range of run codes associated with the recurring entries you want in the list (A2).

    - Enter the range of cutoff dates of the recurring entries you want in the list.

4. Select the option by which to organize the list.

5. Select the output device.

A sample Recurring Entries List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

Recuring Entries List

08/07/1999 Builders Supply Page 1
3:19 PM Recurring Entries List
By Recurring Number

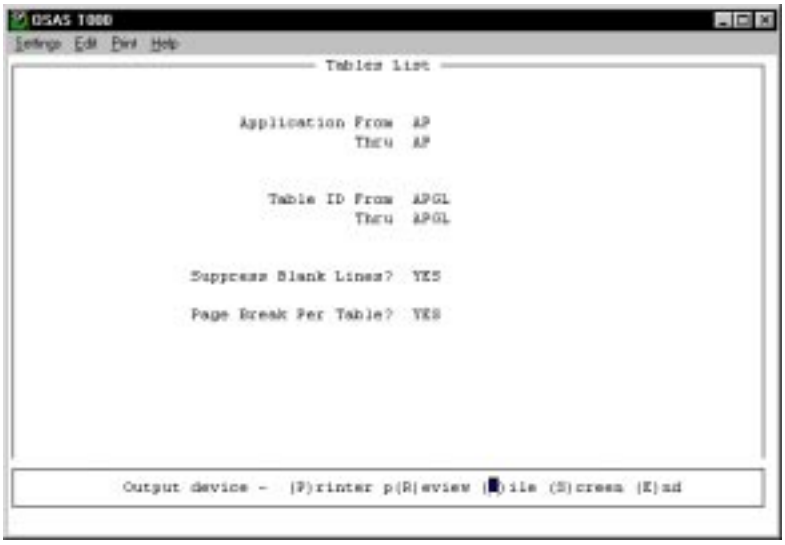
Run Code	Recurring Number	Ent No.	Vendor Order No.	Invoice	GL Account	Job Phase	Cost Item Description Code	GL Description	Quantity	Units	Extended Cost
01	01	001	JON001 15655	1050000				BUILDING RENT	1.00	EA	1000.00
						Starting Bal./ Remaining Bal.	Start Date/ Cutoff Date	Tot. Pmts./ Rem. Pmts.	Subtotal/ Sales Tax	Freight Miscellaneous	Total
01	01	TOT	JON001								
		1099	15655			12000.00 .00	12/31/1992 12/31/1999	72 60	1000.00 .00	.00 .00	1000.00
01	10	001	HEN001 122 155888		534001			ELECTRIC EXPENSE	1.00	EA	500.00
						Starting Bal./ Remaining Bal.	Start Date/ Cutoff Date	Tot. Pmts./ Rem. Pmts.	Subtotal/ Sales Tax	Freight Miscellaneous	Total
01	10	TOT	HEN001 122 155888			.00 .00	02/01/1994 12/30/2000		500.00 .00	.00 .00	500.00
01	11	001	ATT001 878 32135	533001				TELEPHONE EXPENSE	1.00	EA	200.00
						Starting Bal./ Remaining Bal.	Start Date/ Cutoff Date	Tot. Pmts./ Rem. Pmts.	Subtotal/ Sales Tax	Freight Miscellaneous	Total
01	11	TOT	ATT001 878 32135			.00 .00	02/01/1994 12/31/1997		200.00 .00	.00 .00	200.00

Tables List

Produce the Tables List to get information from a particular Accounts Payable table. This function is valuable if you plan to change a table and want a list to compare it against.

Tables List Screen

Select **Tables List** from the Master File Lists menu. The function screen appears.



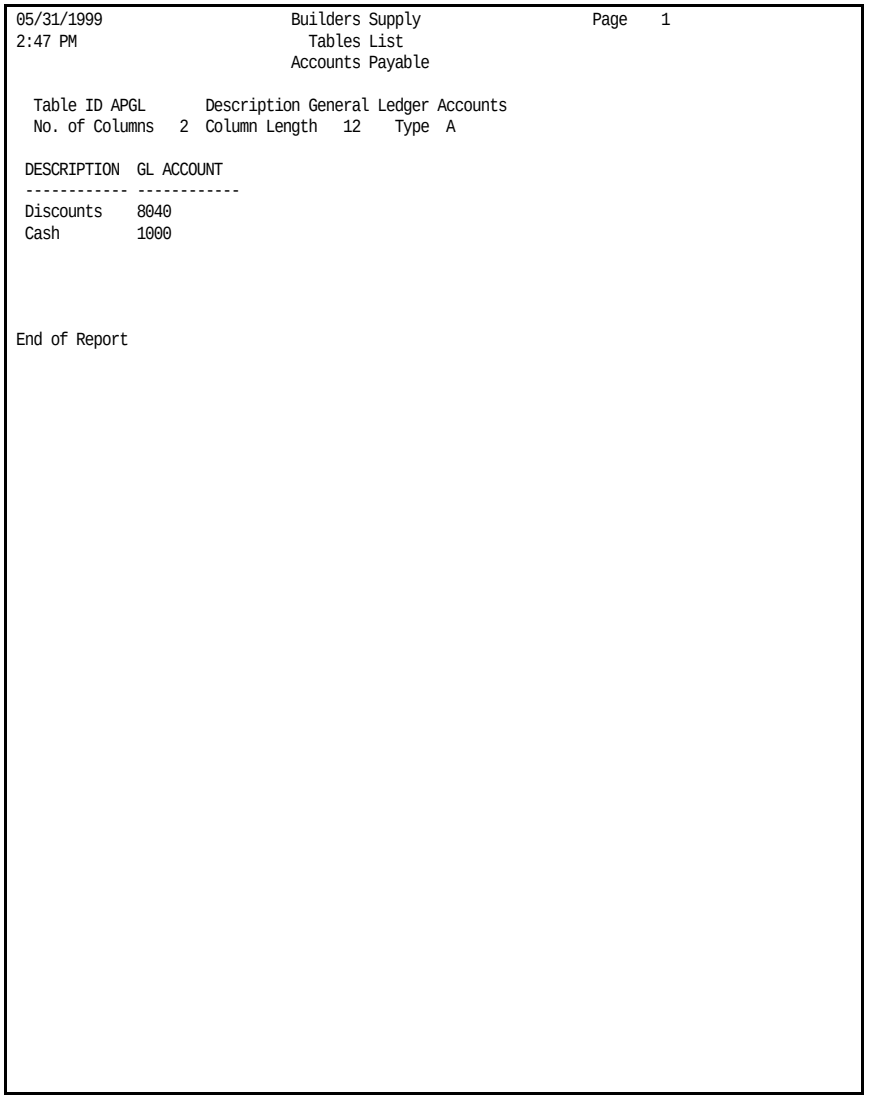
AP is displayed as the application ID. You cannot change it.

1. Enter the range of table IDs whose information you want in the list (A8).
2. Most tables do not hold information in all 18 lines. If you want the list to include blank lines, enter **Y**; if not, enter **N**.
3. If you want a page break between each table, enter **Y**; if not, enter **N**.

A sample Tables List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

Tables List



```
05/31/1999                    Builders Supply                    Page    1
2:47 PM                         Tables List
                               Accounts Payable

  Table ID APGL       Description General Ledger Accounts
  No. of Columns   2  Column Length   12    Type  A

 DESCRIPTION  GL ACCOUNT
 ------------ ------------
 Discounts    8040
 Cash         1000



End of Report
```

System Messages A

Messages on the screen or in a report indicate an error or tell you how to enter data or what is happening in the function you are using. Self-explanatory messages are not listed.

Access denied.

Your access code is not set up to access this function.

Access for File Maintenance denied.

Your access code is not set up to use the **Maintenance** (**F6**) command in this field. You must be set up to access the File Maintenance function associated with this field.

Account (#) is a memo account.

You cannot use a memo account as the expense account for a line item.

Amount paid cannot exceed total.

You cannot enter a prepayment amount that is greater than the invoice total.

An error occurred while converting files. Conversion aborted.
An error occurred while creating files. File creation aborted.

If an error occurs during data file creation or conversion, a message that describes the problem appears. Then this message appears on the RM Data File Conversion/ Creation screen to inform you that the process has been aborted. Correct the problem described in the first message and try again.

At least one history selection must be YES.

You must include at least one type of history in the Vendor Analysis Report.

A valid GL account is required.

Because Accounts Payable is interfaced with General Ledger, you must enter an account number that is set up in the GLMAxxx (Master) file for the company.

A valid location ID is required.

You must enter a location ID that is set up in the INLOxxx (Locations) file for the company.

Backorder quantity cannot be greater than requested less filled.

The difference between the requested and filled quantities is the largest amount the backorder quantity can be.

Bank account ID is not on file.

The bank account ID you entered is not on file. Enter a different ID. If Accounts Payable is interfaced with Bank Reconciliation, the **Inquiry** (**F2**) command is available.

Basic Error = ***nn*** **Host Error =** ***xxx*** **Line =** ***nnnn*** **Program =** ***xxxxxx***
Basic Error = ***nn*** **Line =** ***nnnn*** **Program =** ***xxxxxx***

A serious error has occurred. Write down the information that is displayed and get help from a support technician.

Cannot change distribution code for nonzero-balance vendors.

If you still owe a vendor money or have a prepaid balance with the vendor, you cannot change the distribution code assigned to it.

Cannot define file.

The system cannot write information to the specified destination. Make sure that enough disk space is available, the path you specified exists, and the diskette or disk is formatted and is not write-protected or corrupt. If you still cannot write the file, get help from a support technician.

Cannot delete last line of transaction.

A transaction must have at least one item. You cannot delete the line item because it is the only one for the transaction. You can go to the header screen and delete the entire transaction.

Cannot delete vendor with *(items)*.

If a vendor has open invoices, open orders, or transactions on file, you cannot delete the vendor's record.

Cannot purchase service items.

You can purchase inventory items only.

Cannot set up recurring entries for temporary vendors.

Because temporary vendors are meant to be used only once, you cannot set up recurring entries for them. Enter the vendor in the Vendors function, page 10-3, and then enter recurring entries for the vendor.

Cannot split - maximum of 99 sequences.

You cannot split a payment more than 99 ways.

Changing location ID will clear all values.

The values are based on the line item from the location. If you clear the location ID, all the values get cleared.

Checks already on file. Do you want to start over?

You prepared some checks but did not complete some pay invoices steps. To erase the checks on file and reprepare, enter **Y**. To exit from the Prepare Checks function and complete the remaining pay invoices steps for the checks, enter **N**.

Costs must be positive.

You must enter positive numbers for costs.

Cutoff date cannot precede starting date.

The cutoff date you enter must be later than the starting date.

***(app)* data files exist. Do you want this task to erase them?**

To continue with the conversion and erase the existing files, enter **Y**. To create only the new or missing files (if any), enter **N**.

Date must be before *(date)*.

The date you enter must be before the date that is displayed.

Dates must be in increasing order.

You must enter dates in chronological order for the Aged Trial Balance and the Cash Flow Report.

Days cannot be negative.

You cannot enter a negative number for terms days.

Days must be greater than zero.

The number of past-due days must be greater than zero for each aging bucket (break) in the Aged Trial Balance.

Detail history is not implemented.

You cannot produce the Detail History, Payment History, or Vendor Activity Reports or use the Detail History function because you elected not to keep detail history in the Resource Manager Options and Interfaces function.

Discount cannot exceed total less amount filled.

The difference between the total and filled amounts is the largest amount the discount can be.

Diskette contains file(s), directories, or volume label.

The diskette you want to use for 1099 magnetic media files has some files or directories on it, or it contains a label. Use a blank, formatted diskette. See page 7-19 for instructions and information on acceptable formats.

Disk full; cannot define file.

The diskette you are using for magnetic media 1099 forms is full. Put a formatted, empty diskette in the disk drive and try again.

Due date cannot be before invoice date.

The payment due date must be on or later than the invoice date.

Due dates have been adjusted.

If you change the invoice date or terms code of an existing transaction, the payment due dates for the order are adjusted accordingly.

End of Vendor file.

You have reached the end of the APVExxx (Vendor) file; the file does not have any more records.

Enter a run code between 1 and 99.

The mask for this field is N2, and the value must be greater than zero.

Extended cost is too large.

The extended amount of the line item is too large to fit in the space provided. Check the quantity and unit cost you entered. If they are correct, you must enter the line item as two line items to accommodate the total.

Field size is too large.

The amount of the invoice is too large to fit in the space provided. Check the amounts you entered in the Tax, Freight, and Misc fields. If they are correct, you must enter the invoice as two invoices to accommodate the total.

File unavailable *(filename).*

This message appears for one of three reasons:

- The function you are trying to access needs one or more files that are locked by another user on your system. When a file is locked, other users cannot access it during posts and other functions that need to keep the file intact.
- The function you are trying to access needs one or more files that are not on your system. Use the Options and Interfaces function on the Resource Manager Company Setup menu to verify that the correct interfaces have been selected. If that does not correct the problem, get help from a support technician.
- You are working with the wrong company. Return to the menu; then use the **Change Company** (**F3**) command to enter the ID you want.

In any case press **Enter** to get back to the menu, correct the problem, and select the function again.

GL account *(#)* is not in Master file.

The account number you entered is not in the GLMAxxx (Master) file. Enter the correct account number; the **Inquiry** (**F2**) command is available.

Invalid date - mm/dd/yyyy.
Invalid date - dd/mm/yyyy.

The date you entered is invalid, or the format you used is incorrect (for example, American format in a European-format system). This message is usually accompanied by one of two explanatory messages:

Month out of range (1 to 12)

or

Day out of range (1 to *nn*)

If you entered an invalid date, press **Enter** and enter a valid one. You can enter dates in either format: 010194 or 01011994.

Invalid entry.

The information is not valid in the field where you entered it. Check the data and enter it again. Consult the user's manual or use the **Help** (**F1**) command for information.

Invalid number of periods in APPDxxx table.

The valid number of periods you can enter in the APPDxxx table are 1, 4, 12, and 13.

Invalid period conversion table.

The CNVTxxx table for the company is invalid. A common reason is that you did not update the table with the corresponding data for the next period. Use the Tables function, page 10-29, to make adjustments.

Invalid year.

The fiscal year you entered is invalid.

Item is discontinued.

You cannot enter a transaction with a discontinued item. Someone may have removed the item record. Press **Enter** to remove the message. Then make sure that you have the correct item.

Item *(#)* not found in location *(#)*.

The number of the item that you entered is not in the location shown in this message.

Job *(#)* not found.
Job *(ID)* is not on file.

The job number you entered is not on file in the Job Cost system. Check your records. Then enter a job number that the Job Cost system recognizes, or add the job number to Job Cost.

Location *(ID)* is not on file.
Location *(ID)* not found.

The location you entered is not on file. Enter a location ID that is on file, or add the location ID to the INLOxxx (Locations) file.

Maximum number of lines is 998.
Maximum number of lines reached. Cannot insert.

You cannot insert a line item if the transaction already has 998 line items.

Must be *(within range)*.

You must enter a value within the range specified in this message.

Must build *(table ID)* first.

You must build the table shown in this message before you can use the function.

Must enter *(1-n)*.

You must enter a value within the range specified in this message.

Must enter *(value)*.

You must enter the kind of value specified in this message.

NAMES table missing for company (ID). Using default expense types.

Because you have not set up the NAMESxxx table in Job Cost for the company, the system will use the default expense types instead.

Net due days cannot be less than discount days.

The number of net due days must be greater than or equal to the number of discount days.

No check records on file for *(vendor ID*).

The vendor's record does not have any check records on file. You cannot select payables for it.

No checks on file.

After posting payments, use the Prepare Checks function, page 9-7, to create the checks on file. Then print the checks, page 9-15.

No checks to print.

Only prepaid invoices were on file for the due date and vendors you selected when you prepared checks.

No date selects all invoices on file.

When you do not enter a date, the system selects all the invoices the vendor has on file.

No history for vendor *(ID)*.

This vendor does not have any history records on file, possibly because they were deleted, the vendor is new, or you elected not to keep summary history in the Resource Manager Options and Interfaces function.

No history records exist.

No history records are on file. Exit from the function.

No invoice records on file for *(ID)*.
No invoices on file for *(ID)*.

No invoice records for the vendor are on file. Make sure that you entered the correct vendor ID. If it is correct, post the transactions (after you print the appropriate journals and back up the system) and try again. If this message still appears, reenter the transaction, post it, and try again.

No prepaid checks for vendor *(ID)*.

No prepaid checks for the vendor are on file.

No records in intermediate file.

The intermediate file used to prepare magnetic media for 1099 forms does not have any records. Exit from the 1099 Forms function.

No records in specified date range.

No records are available for the date range you entered. Enter a different range of dates.

No summary history for this period.

The period you selected has no summary history.

Output file already exists. Do you want to start over?

Accounts Payable already has a work file used to create magnetic media. To delete this file and continue, enter **Y**. To work with the current file, enter **N**.

Over maximum of 999 sequences for this date and reference ID.

A particular date and reference ID can hold only 999 comments.

Payment date must be equal to or greater than the invoice date.

The prepayment date is earlier than the invoice date. Enter a different date.

Payment of *n* is not allowed.

The amount of the calculated payment is too large for the field size. Make sure that the values you entered in the Tax, Freight, and Misc fields are correct. If they are not, enter the correct values. If they are, you may want to split the payment into two or more payments.

Percentage cannot be negative.

You cannot enter a negative terms code percentage.

Phase *(ID)* is not on file.

The phase ID is not set up for the job. Enter a different phase ID; the **Inquiry** (**F2**) command is available.

Printer busy.

The printer you are trying to use is being used by another program. Press **Enter** to continue with your entry, and try again later.

Purchase history is not implemented.

You cannot produce the Detail History, Payments History, or Vendor Activity Reports or use the Detail History function because you elected not to keep detail history in the Resource Manager Options and Interfaces function.

Quantity cannot be less than zero.

You cannot enter a negative value for the quantity.

Quantity must be greater than zero.

You must enter a quantity that is greater than zero.

Quantity on hand = *(n)*.

The quantity in inventory with the status *on hand* is displayed.

Remaining balance cannot be greater than starting balance.

A recurring entry's remaining balance is the starting balance minus an amount. Therefore, the recurring entry's balance cannot be greater than its starting balance.

Remaining payments cannot be greater than total payments.

A recurring entry's remaining number of payments is the starting number of payments minus the payments that were made. Therefore, the number of remaining payments cannot be greater than the number of total payments.

Summary history is not available for all comparisons.

Summary history is not available for all the comparisons in the report. In each column of the report where summary history is unavailable or insufficient, *.00** is printed.

Summary history is not available for this period.

The reporting period you specified does not have summary history. You cannot print the report for this period.

Summary history is not selected in the options table.

You cannot produce the AP Analysis, Purchase Analysis, or Vendor Purchase History Reports or use the Summary History function because you elected not to keep summary history in the Resource Manager Options and Interfaces function.

Terms code *(code)* not on file.

The terms code you entered is not on file.

There is no *(data)*.

The kind of data indicated is not on file.

This invoice number has already been used.

The invoice number has already been assigned to a transaction. Accept it as a duplicate invoice number, or enter a different invoice number.

Thru value cannot be less than From value.

The value you entered at Thru is smaller than the value you entered at From. Press **Enter**; then enter the correct value at Thru.

Transaction is in process on terminal *(ID)*.

Someone else is processing the transaction that you are trying to access. Press **Enter** and try again.

Transaction is not on file.

The number you entered is not associated with a transaction that is on file. Enter a different transaction number; the **Inquiry** (**F2**) command is available.

Unit cost is too large.

The unit cost of the line item is too large to fit in the space provided. See the *Job Cost User's Guide* for information about how to reduce a job's cost.

Valid entries are *(range)*.
Valid units are: *n*.

Enter one of the valid selections shown in this message.

Value entered cannot equal previous field.

The value you enter cannot be equal to the value in the previous field.

Value must be at least *(amount)*.

You must enter a value greater than or equal to the amount specified in this message.

Vendor *(ID)* is missing.
Vendor *(ID)* is missing from the Vendor file.

The vendor ID associated with the record has been deleted. You can add the vendor ID to the APVExxx (Vendor) file if necessary.

Vendor *(ID)* is not on file.

The vendor you entered does not have a record in the APVExxx file. Enter a different vendor ID; the **Inquiry** (**F2**) command is available.

Vendor *(ID)* is on hold.

You cannot pay invoices for a vendor whose status is *on hold*.

Vendor *(ID)* record in use.

The vendor record is being accessed by another user. Try to access the record again later.

Warning: *(job or phase)* has a finish date.

The Job Cost job or phase that the item is to be applied to has a finish date. Make sure that you do not apply costs to the job or phase after that date.

Warning: Summary history is not available for all comparisons.

Summary history is not available for all the comparisons in the report. In each column of the report where summary history is unavailable or insufficient, *.00** is printed.

Warning: 1099 amounts exist for this vendor.

This message appears for one of two reasons:

- You are preparing checks and you entered a 1099 payment for a vendor that does not receive a 1099-MISC form, page 7-19. If you do not want the 1099 payments to be updated in the vendor's record, use the Hold/Release Invoices function, page 9-5, to change the 1099 field to *NO*.
- You cannot produce the AP Analysis, Purchase Analysis, or Vendor Purchase History Reports or use the Summary History function because you elected not to keep summary history in the Resource Manager Options and Interfaces function.

You cannot enter comments for a blank vendor ID.

You must enter a vendor ID before you can enter a comment.

You have unposted *(information)*; you must post them before conversion.

If you have unposted transactions or checks when you convert, you must post them. The function automatically posts the information; you can either proceed with the conversion and post, or exit from the function and stop the conversion.

You must enter *(information)*.

You must enter the kind of information indicated in this message.

Your hard disk is full - unable to finish copying.

The system cannot finish converting your files because your hard disk is full. Delete unnecessary files, optimize your hard disk, or take other measures to make space. Then restore the backup you made before converting the files, and try again.

Common Questions B

These commonly asked questions about the Accounts Payable system are divided into the following categories: Daily Work and Pay Invoices.

Daily Work

What is a temporary vendor and how do I work with one?

A temporary vendor is one you do business with only once (or not frequently enough to justify an entry in the APVExxx file).

To assign purchase information to this kind of vendor without entering the vendor in File Maintenance, enter **TEMP** in the Vendor ID field on the invoice. Then assign a name and an address to the vendor. The system assigns an ID, consisting of a "+" sign and a five-digit number. This number is included in the Purchases Journal. The Periodic Maintenance function clears out temporary vendors with zero balances.

If I make an error on a line item when I enter a purchase or material requisition, how can I correct it without reentering the whole invoice?

You have three options:

- If you have not saved the line item, use the **Abandon** (**F5**) command to return to the beginning of the line item.
- If you have saved the line item but have not posted the transaction, go to the line-item scroll region, move the prompt (>) to the line item, and use the **Delete** (**F3**) command to delete it. Then enter the correct information. To edit the line item, use the **Edit** command in the Transactions, page 5-3, and Enter Material Requisitions, page 6-3, functions.

- If you posted the transaction, enter a miscellaneous debit to reverse the item.

Can I reverse purchases that were posted without account numbers?

Yes. Enter miscellaneous debits to reverse the purchases. However, if you posted purchases without account numbers, the APGLxxx table is probably not set up correctly, which could lead to a problem later. Check the table to make sure that you are entering valid account numbers. Then reenter the purchases with the correct account numbers.

Can I enter a prepayment?

Yes. If you entered the purchase but did not post it, use the Purchases option in the Transactions function, page 5-3, to record the purchase. Enter the header information and assign the line items. When you get to the Amt Paid field in the Totals/Payments window, enter the amount you paid and the check number.

If you posted the purchase, use the Hold/Release Invoices function, page 9-5, to change its status to *prepaid*.

I entered a prepayment but it was not posted to the cash account in General Ledger. Why?

The cash account is affected only when you prepare checks and post payments.

How is the Take Discounts Due field on the Open Invoice Report screen used?

Discounts are taken for invoices that are due on or after the date you enter in this field; the earlier the date, the more invoices have discounts taken.

When I print the Open Invoice Report, I cannot find any discounts. Why?

Check the date you entered in the Take Discounts Due field. Discounts are taken for invoices that are due on or after the date you entered; the later the date, the less discount information appears.

How do I enter installment payments for an invoice after it has been posted to the APINxxx (Open Invoice) file?

Use the Hold/Release Invoices function, page 9-5, to split one payment into several. You need to know the vendor ID and the invoice number.

The system assigns a sequence number to each installment. You can use the Vendors and Invoices function, page 4-3, to find out how many installments have already been made.

When are paid invoices cleared from the APINxxx (Open Invoice) file?

You can clear paid invoices by posting payments. Posting also updates vendor balances. If Accounts Payable is interfaced with General Ledger, payments are posted to the GLJRxxx (Journal) file automatically. If Accounts Payable is interfaced with Bank Reconciliation, summary disbursement entries are created in the BRTRxxx (Bank Reconciliation Transactions) file.

Pay Invoices

Can I void a check after I created it and posted it to General Ledger?

Yes. You can void a posted check by entering a prepaid miscellaneous debit, page 5-3, to reverse it. The accounts payable account is debited, and the expense account is credited. When you post payments, your cash account is debited, and the accounts payable account is credited.

How do I use the Take Discounts Due date field in the Prepare Checks function?

The discount amount on an invoice is deducted from the total on the check that is prepared if the invoice is due on or after the date you enter.

I entered the wrong information when I prepared checks. How can I correct the checks in the APCHxxx (Checks) file?

Run the Prepare Checks function again. The following prompt appears: **Checks already on file**. **Do you want to start over?** Enter **Y**.

How do alignment and restart work for printing checks?

An X is printed in the alignment box on the first form, and you are asked whether the forms are aligned. If you enter **N**, the process is repeated.

Use the restart feature to resume printing checks if the checks were not printed correctly or if the printer malfunctions. The Last Good Check Number field corresponds to the last form that was printed correctly. When the system starts printing again, it uses the next number. This number corresponds to the number of the check in the printer.

How can I prepare a check for just one invoice?

Use the Vendors and Invoices function, page 4-3, to find out how many invoices the vendor has. If the vendor has more than one invoice, use the Hold/Release Invoices function, page 9-5, to put the invoices you do not want to pay on hold. Then when you prepare checks, enter the ID of the vendor whose invoice you want to pay.

Your other alternative is to issue a manual check for the invoice.

How do I record a manual check?

If you have posted the invoice, use the Hold/Release Invoices function, page 9-5, to assign it the status of *prepaid*. When you prepare checks, the appropriate accounts are adjusted.

If you did not enter the purchase, enter it as prepaid. When you go to the Totals/ Payments window, enter the amount of the check and the check number in the Amt Paid field.

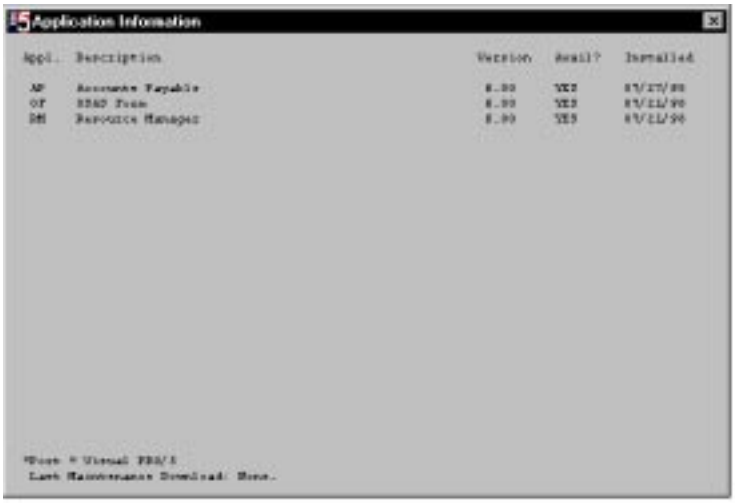
If I specify installment payments when I enter a purchase, will they be paid automatically?

If you follow the right procedures, yes. When you prepare checks, specify a due date. Check records are set up in the APCHxxx (Checks) file for invoices that are due on or before this date. As long as you regularly prepare checks, your installments will be paid.

Information Windows C

When you use the Purchases, Miscellaneous Debits, Edit Transactions, Material Requisitions, Return Material Requisitions, Change Material Requisitions, Recurring Entries, and Edit Recurring Entries functions, the **Information** (**Shift+F2**) command is available on the header, line-item entry, and totals screens. Use the **Information** command to access windows that show vendor and credit history, vendor comments, and inventory item information.

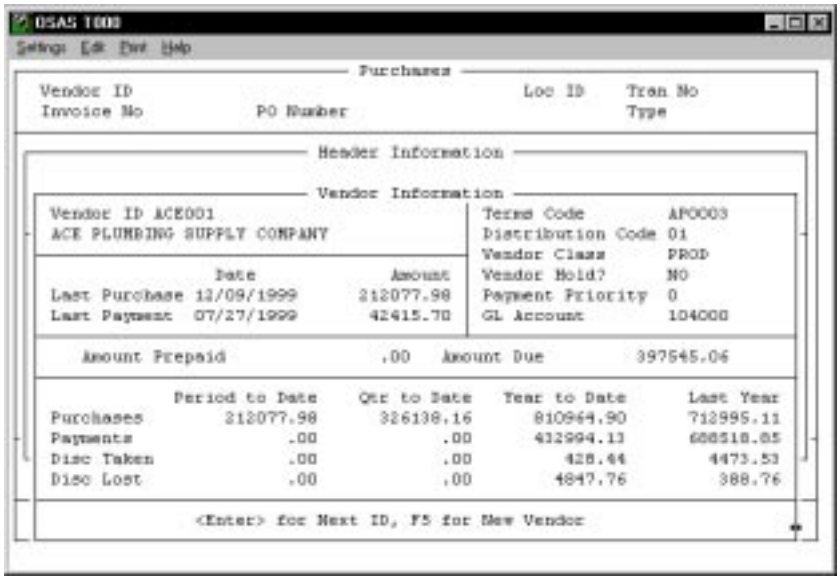
When you use the **Information** command, a menu appears.



To access a window, use the up- and down-arrow keys to move the cursor to the menu item you want, and press **Enter**. Then see the subhead by the same name in this appendix.

Vendor Information Window

When you select **Vendor Information** from the AP Information menu, the Vendor Information window appears.

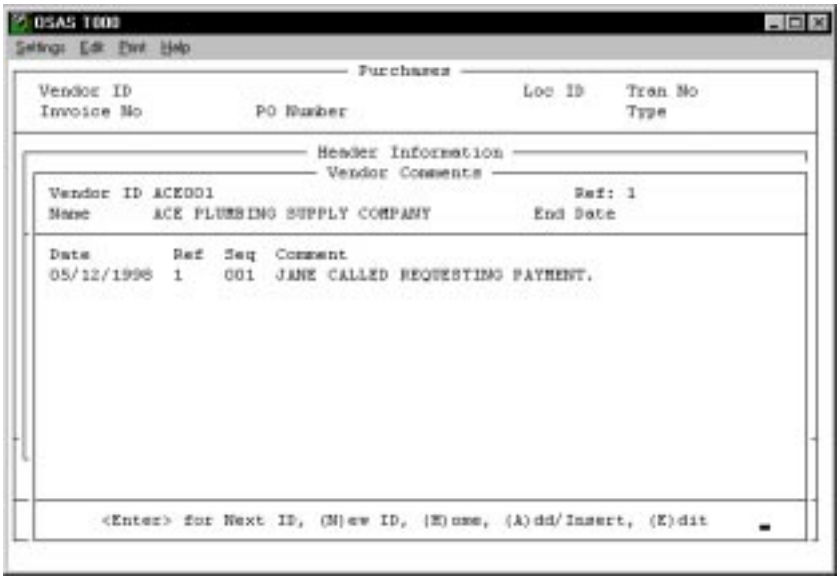


To look at the information for the vendor that is alphabetically next in the APVExxx file, press **Enter**. To look at the information for a different vendor, use the **Abandon** (**F5**) command, and then enter the vendor ID; the **Inquiry** (**F2**) command is available.

When you are finished viewing the information, exit from the window.

Vendor Comments Window

When you select **Vendor Comments** from the AP Information menu, the Vendor Comments window appears.

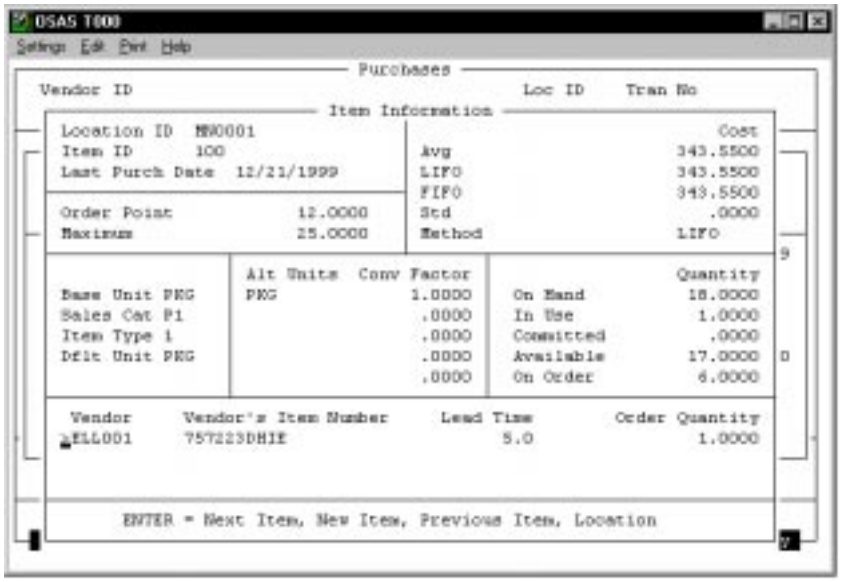


The window that appears and the supporting function are identical with the Vendor Comments window in the Vendors and Invoices function on the Information Inquiry menu, page 4-3. You can view the comments associated with the APVExxx file, but you cannot add to or change them.

When you are finished viewing the information, exit from the window.

Item Information Window

When you select **Item Information** from the AP Information menu, the Item Information window appears if Accounts Payable is interfaced with Inventory.



To look at the information for the inventory item that is alphabetically next in the INVExxx file, press **Enter**. To look at the information for a different item, use the **Abandon** (**F5**) command, and then enter the item ID; the **Inquiry** (**F2**) command is available.

When you are finished viewing the information, exit from the window.

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